

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: LANDFILL SUPERVISOR

REPORTS TO: FACILITY MANAGER

JOB CLASS: EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: VARIOUS

PURPOSE: This position is responsible for overseeing and directing the daily activities of landfill operations to ensure compliance with DSWA permits, policies and procedures.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Manages, reviews and inspects daily landfilling operations, staff, and facility daily to ensure facility is operating according to the Delaware Regulations governing Solid Waste (DRGSW), operating permits, operating plan and approved procedures.
- Ensures there is sufficient staff and equipment coverage to perform routine landfilling functions and special daily tasks.
- Prepares and manages contracts with vendors and contractors.
- Manages various operations construction projects such as horizontal collection installation, storm waster control devices, revegetating slopes, etc.
- Researches equipment specifications and prepares requests for proposals for new equipment; assists with negotiating prices with vendors and prepare recommendation memos; researches markets and prepares requests for bids for operating supplies and manages bid openings.
- Manages operating budgets, tracks costs, code and approves invoices for payment; reviews future budgets and recommends changes according to forecasted and unbudgeted requirements.
- Prepares landfill operations reports; tracks monthly data and assimilates into an operating report.
- Conducts procedural inspections, reviews with foremen and makes recommendations on policies and procedures.
- Prepares safe operating procedures for the landfill work face, landfill spotter and landfill small load area.
- Manages staff position requirements; prepares staff schedules, tracks vacations, and ensures sufficient coverage.

- Manages equipment schedules; tracks equipment age and use and maintenance; makes recommendations on equipment change-out.
- Operates landfill equipment, to include: front-end loaders, skid steers, forklifts, water truck, excavator and other equipment..

ADDITIONAL DUTIES:

- Reviews job applications, makes recommendations to interview and hire.
- Manages personnel needs: including selecting, supervising, training and evaluating employees performance.
- Provides recommendation for compensation, promotion, discipline and termination decisions.
- Manages positive work environment: maintain harmony among staff and resolve grievances.
- Ensures cleanliness and maintenance of the physical property through inspections and preventative maintenance programs.
- Manages/oversees landfill projects under supervision of landfill manager.
- Conduct landfill survey work using the GPS
- Conducts training and presentations.
- Investigate accidents and complete appropriate forms.
- Manages and reviews the maintenance and repair of all landfill equipment and operations facilities.
- Manages tracks and orders all supplies and materials necessary for ongoing landfill operations.
- Must be available to be on call as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent, and 10 years of experience in facilities management and 6 years of supervisory experience, or an associate's degree and 8 years of experience in facilities management and 6 years supervisory experience.

Must possess a Commercial Driver's License CDL class "B" or obtain within probationary period and Manager of Landfill operations (MOLO) certification or obtain within probationary period. First Aid and CPR certification (Certification training provided by DSWA)

Training, knowledge and experience of applicable computer software is required. Knowledge of solid waste disposal principles, practices, methods, trends and regulations affecting solid waste disposal. Knowledge of approved safety practices and procedures for industrial areas. Knowledge, skill and ability of motorized vehicles and equipment used in landfill operations. Substantial knowledge, skills and abilities in the following: office procedures and protocols, electronic communications to include phone, text messages, emails, typing, drafting memorandums and communicating with staff orally and written. Skill and ability to work in an office, maintenance shop or outside in austere conditions.

Knowledge, skill and ability to deal with various personnel types. Knowledge, skill and ability to manage, repair and maintain storm water conveyances.

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, and talking or hearing.

This position requires lifting up to 50 pounds.

This position requires distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, poor ventilation, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, and potential for violence/physical altercations.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.