

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** SENIOR 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), DSWA 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.
- Researches equipment specifications and prepares requests for proposals for new equipment; negotiates prices with vendors and prepare recommendation memos; researches markets and prepares requests for bids for cover soil contracts and manage 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, and excavator.

#### ADDITIONAL DUTIES:

- Personnel: Review job applications, make recommendations to interview and hire. Manages personnel needs: includes selecting, supervising, training and evaluating employees performance. Provides recommendation for compensation, promotion, discipline and termination decisions. Assist staff to complete HR forms. Manage positive work environment: maintain harmony among staff and resolve grievances.
- Site: Ensure cleanliness and maintenance of the physical property through inspections and preventative maintenance programs. Use hand tools to include, shovel, rake, lawnmower, snow shovel and spray the site for weeds using a back-pack sprayer, clean the small load area to include stacking the mattress trailer for recycling. Manage/oversee landfill projects. Conduct landfill survey work using the GPS "god-stick". Install storm water tarp on unused portions of the landfill.  
Other: Inspect and order janitorial supplies and re-stock. Service vehicles. Conduct training and presentations as needed in a positive and professional manner, i.e. annual Safety Training. Investigate accidents and complete appropriate forms. Transport staff to hospital for post-accident drug screening or injury. Order equipment parts and pick parts up Site Safety Coordinator, attend meetings, perform safety inspections, maintain eye wash stations, and complete paperwork. Minimize operational costs while maximizing productivity and maintaining safety and environmental compliance. Manage and review the maintenance and repair of all landfill equipment and operations facilities. Manage, track and order all supplies and materials necessary for ongoing landfill operations. Prepare correspondence to include emails, place telephone calls and complete other administrative, supervisory or technical tasks related to landfill operations. Third in line to manage scale house staff. Emergency responder for site.
- Performs other duties as assigned.

## QUALIFICATIONS

#### EDUCATION, EXPERIENCE, AND SKILLS:

Requires 4 years of experience as the DSWA Landfill Supervisor

Must possess a Commercial Driver's License CDL class "B". Possession of a Manager of Landfill Operations (MOLO) and 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 100 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.*