

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

TITLE: LANDFILL SUPERVISOR  
REPORTS TO: FACILITY MANAGER  
JOB CLASS: EXEMPT (ESSENTIAL PERSONNEL)  
LOCATION: VARIOUS

PURPOSE:

Direct and administer, under minimum supervision of a Facility Manager, the operations of a landfill site including support personnel.

JOB DUTIES:

- \* Oversee daily activities of landfilling operations
  - \* Directs the operations of the landfill to comply with the Operations Plan, Delaware Regulations Governing Solid Waste (DRGSW) and permits and DSWA policies and procedures.
  - \* Supervise landfill support personnel including Landfill Equipment Operators, Landfill Operator/Mechanic, Skilled Laborers, Laborers and contractors
  - \* Prepare and manage contracts with vendors, contractors and suppliers
  - \* Administer and manage operating budget
  - \* Prepare landfill operations reports
  - \* Makes recommendations on policy and procedural improvements
  - \* Prepare short and long-term manpower and equipment schedules
- Perform duties of landfill Equipment Operator as required
- Perform related work as required

**QUALIFICATIONS:**

Possession of a high school diploma or equivalent, eight (8) years experience in facilities management and six (6) years supervisory experience, or any equivalent combination of education, training and experience that has provided knowledge, abilities and skills necessary to perform the duties described. Possession of Commercial Driver's License CDL class "B" or obtain within probationary period. Possession of Manager of Landfill operations (MOLO) certification or obtain within probationary period.

Completion of OSHA Waste Site Worker Training course or obtain within probationary period. Safety training as required. Training, knowledge and experience of applicable computer software is required.

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

\*Denotes essential functions of the job