

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Solid Waste Manager
Department: Solid Waste
Reports To: Director of Legislative Services/County Judge Executive
FLSA Status: Exempt
Revised: February 2022

SUMMARY

Oversees all areas of operation of the County Solid Waste Department including West Daviess County landfill and associated projects and the Grimes Avenue Transfer Station. To include operational management, budget oversight, regulatory compliance, employee supervision and resource allocation for the Department, and additional programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, organizes and schedules activities for refuse disposal at the County landfill to include excavation, soil hauling, waste compaction, recycling, monitoring contractor performance, and checking sediment and erosion control devices.
- Supervises and trains employees who are engaged in activities ranging from laborer duties to the operation and maintenance of various types of complex heavy equipment wheeled, tracked and stationary.
- Determines layout and fill sequence of various subcells, directs proper maintenance and construction of necessary sediment and erosion control devices and access roads.
- Ensures landfill is operated in accordance with applicable Federal, State, and County laws and existing operation permits, including daily, intermediate and final cover; weight records of refuse disposed; seeding and other required maintenance activities.
- Informs users of the landfill and recycling area of rules, regulations, and responsibilities in the disposal of solid waste; prepare and maintain necessary records and reports on personnel, as well as the operation of the facilities.
- Inspects all new construction such as lined cells, leachate collection, sediment and erosion control devices, and recycling area layout.
- Drafts policies and operational procedures to ensure the landfill and recycling area operate effectively in maintaining a safe working environment and customer oriented focus.

- Administers contracts for supplies and services to include writing of proposals, advertising and reviewing bids, and ensuring contract is executed in accordance with contract specifications.
- Reads and interprets a variety of engineering documents prepared by consultants regarding erosion and sediment control, stormwater management, fill sequence of landfill subcells.
- Performs duties of a higher-level manager when required.
- Serves as the liaison for citizen contact for both on- and off-site environmental compliance activities.
- Perform related duties as required.
- Thorough knowledge of the methods and techniques of integrated solid waste management systems methods.
- Skill in planning and goal setting to achieve work objectives.
- Manages human resources to ensure a safe, efficient, and customer friendly operation; tracks employee performance and recommends personnel actions; counsels, motivates and disciplines employees while maintaining effective working relationships.
- Ability to develop and implement solutions to operational problems, and evaluate operational data (tonnage, leachate, landfill gas, etc.) for development of efficiency improvements.
- Organizes work schedules and work assignments for Landfill and Transfer Station employees and inmates assigned to the Landfill and Transfer Station.
- Approves time and attendance records.
- Insures that Landfill and Transfer Station operate according to state permit and regulations.
- Supervises all construction at the Landfill.
- Manages monthly billing and waste applications.
- Prepares and submits all applicable reports to various state agencies in hard copy, written form and/or on-line electronic data reporting systems provided by a regulatory agency or third party.
- Provides cost analysis and reports as requested by the County Judge/Executive
- Manage landfill operations in a safe manner in compliance with all local, state, and federal regulations and county policies.
- Acts as contact person with consultants, surveyors, attorneys and state regulators on various issues.

- Manages site inspections, monitors compaction rates, litter reduction methods, and methods of burial and cover of working face.
- Develops expertise in proper equipment operation through training and education of department personnel.
- Administers the Landfill budget, approves purchases, payments and inventory related to Landfill operations. Assist with preparation of capital budget.

SUPERVISORY RESPONSIBILITIES

This position directly supervises all employees of the Landfill, including the Landfill Site Supervisor, Transfer Station Supervisor and Floor Supervisor. Carries out supervisory responsibilities in accordance with the Daviess County Fiscal Court's policies and applicable laws. Responsibilities include interviewing and hiring employees in conjunction with Human Resource Dept.; training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees in conjunction with the Administrative Code; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Comprehensive knowledge of: Principles and practices of administrative management; principles and practices of effective employee supervision; processes to manage a subtitle D landfill, principles of heavy equipment operation and maintenance.

Ability to: Assess and prioritize multiple tasks, projects and demands; prepare operating budgets, reports, presentations; analyze trends and statistical information regarding landfill operations; resolve personnel conflicts and problems and assess staff performance and staffing requirements; perform complex problem solving and creativity in program/policy analysis, development and implementation; communicate effectively, both verbally and in writing; operate a motor vehicle and navigate across even and uneven surfaces.

Skills in: Evaluating landfill operational and environmental issues, and developing plans for the improvement of landfill operations, and for cost effective management of allocated resources; analyzing and interpreting special issues, evaluating alternatives, and making logical recommendations based on findings; using initiative and independent judgment within established procedural guidelines; working effectively with a diverse cultural community; reading and interpreting rules and regulations, and effectively advising department staff on program and facility issues; operation of a personal computer and various software applications.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university in physical, environmental, or biological sciences, engineering, geology, hydrology, or a related field

PLUS Five (5) years of increasingly responsible experience in the operation and maintenance of landfill sites including at least two (2) years in a supervisory capacity in the operation of a landfill site

NOTE: The two (2) or more years of experience in landfill operations, environmental regulations, and waste management service operations may be substituted with two (2) years of experience in heavy and civil earthwork construction management.

NOTE: Heavy and civil earthwork construction management would include projects such as site development, Public Works, water resources, transportation, and projects which include significant mass excavation and grading. Construction management experience would include primary project management (submittals, invoices, RFIs, change orders, schedule tracking, close-out documents, etc.), project cost controls and tracking, managing of overall site safety, environmental compliance, and personnel management and development.

CERTIFICATES, LICENSES, REGISTRATIONS

Kentucky Landfill Manager Certification

Kentucky Landfarming within 1 year of hire

Kentucky Composting within 1 year of hire

Valid Kentucky Driver's License

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions.

Possession of a Solid Waste Association of North America (SWANA) Manager of Landfill Operations (MOLO) certification or ability to obtain within 3-year period.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

Employee will be required to operate light and heavy equipment and have the ability to safely walk on incline and uneven surfaces and walk at least a mile over the course of a normal workday. The use of hard hat, safety glasses, reflective vest, steel toe shoes, and hearing protection (if required), will be required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate to high. Employee will be exposed to residential, commercial and special waste.

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Position involves working extended hours, evenings, and weekends. On-call for emergency management 24 hours a day, 7 days a week. Position is subject to drug testing in accordance with applicable State and Federal regulations and Daviess County Fiscal Court policies.