

NOTICE OF JOB OPENING

LANDFILL MANAGER

Resumes will be accepted through November 23, 2016 at Job Service. Position will start full time as soon as possible. Interviews will be conducted beginning December 5, 2016 on screened applicants.

Beginning salary will be between \$19.00 and \$21.00 per hour depending on experience. The county provides health insurance coverage for the employee. The employee may purchase family coverage through the cafeteria plan. The county also participates in Public Employee Retirement of Idaho plan.

See Attached Job Description.

Contact job service for further information.



LEMHI COUNTY

Class Title: Landfill Manager

FLSA Designation:

Pay Grade: 7

Purpose Of Class/Primary Function

The principal function of an employee in this class is to coordinate, organize, assist and supervise the activities of workers engaged in landfill operations. The work requires knowledge of local, state and federal laws regulating Municipal solid waste disposal. The work is performed under the general direction of the County Commissioners, with considerable latitude for the exercise of independent judgment in accordance with policies, procedures and techniques. The principal duties of this class are performed in an outdoor environment and include working in adverse weather conditions and dangers involving the use of heavy equipment and hazardous materials.

Essential Duties and Responsibilities

- Directs, coordinates and participates in landfill site activities for solid-waste disposal;
- Supervises, trains and evaluates operations staff;
- Ensures landfill safety through employee training and supervision, inspections and customer oversight and education;
- Implements and supervises various landfill programs and projects on a daily basis;
- Inspects site and confers with County Commissioners and local agencies to determine procedures and methods for utilizing site area for disposal activities and to remain in compliance with local, state and federal laws;
- Prepares records and reports on disposal activities;
- Prepares and monitors department budget;
- Investigates and settles complaints from customers according to landfill rules and regulations;
- Supervises and implements monitoring for groundwater, methane gas, public health insect and rodent control, etc. according to landfill policies and procedures ensuring compliance with local, state and federal laws;
- Ensures customer inquiries/complaints are handled efficiently and courteously;
- Develops and prepares operational reports for management.

Other Duties and Responsibilities

- Operates equipment and performs the duties of Landfill Operator as needed;
- Performs other related duties as required.

Expectations for All Employees

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Performs exceptional customer service, answering correspondence and responding to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Competency Requirements

Knowledge of:

- Federal (OSHA), state regulations, and County policies regarding safe work practices relating to use of hand and power tools, slopes, heavy equipment and landfill operations.
- Principles, practices, and equipment involved in recycling and providing solid waste services;
- Supervisory principles, practices and techniques;
- Record keeping and accounting principles;
- English grammar, spelling, and punctuation;
- Effective customer service techniques;
- Emergency procedures and practices related to landfill environment;
- Hazardous waste rules and regulations and related safety practices;
- County landfill rules and regulations;
- Equipment and tool operation and maintenance practices;

Ability to:

- Plan, direct and organize landfill operations;
- Supervise and evaluate the work of subordinate personnel;
- Operate heavy equipment, including but not limited to, compactors, graders, dump trucks, backhoes, balers, and related equipment used in landfill operations;
- Operate hand and power tools safely;
- Supervise the safe dumping of materials;
- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Perform basic maintenance and repair on heavy equipment;
- Identify hazardous material and dispose of properly;
- Complete coursework and pass necessary tests to become Manager of Landfill Operations certified through Solid Waste Association of America, including certificates in managing household hazardous waste programs, managing landfill gas at municipal solid waste landfills, leachate and groundwater monitoring at municipal solid waste landfills;
- Follow written and oral instructions;
- Operate a motor vehicle;
- Communicate effectively with the public and other employees including in sensitive situations.
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts.

- Develop and maintain working relationships with federal, state and local public and private representatives and organizations and other County employees;
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Plan and organize work independently;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency plus two (2) years of specialized training or experience in landfill management provided through professionally sponsored workshop and seminars, technical college or in-service is required; and
- Five (5) years of experience with landfill operations and heavy equipment operations is preferred; and, experience in a supervisory capacity preferred; and
- Manager of Landfill Operations Certification and Hazwhopper Certification is required; and
- CDL class B License, with Airbrake and Tanker endorsement is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate with the public and employees, discern verbal instructions and alarm and warning systems, including backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to supervise the safety of co-workers and the public, safely operate heavy equipment, identify hazardous materials and wastes, comprehend written work instructions and work orders;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, operate heavy equipment, operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient personal mobility, stamina, flexibility, and balance to lift/move up to 50 pounds, operate heavy equipment safely, to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an outdoor environment, frequently in extreme temperatures and conditions including wind, rain and snow.