

JOB DESCRIPTION FOR SOLID WASTE MANAGER

DEPARTMENT: Solid Waste / Landfill
POSITION TITLE: Solid Waste Manager
REPORTING RELATIONSHIP: County Counselor / Administrator

POSITION SUMMARY:

Manages all aspects of the Landfill operations for the County. Management duties will include budget development and administration, staff management, and responsibility for daily operations. Develops and carries out policies, procedures and programs as related to both daily and long range management of the Landfill. Inspects and investigates Solid Waste Disposal situations. Assists area Cities with recycling efforts when requested. Manages Household Hazardous Waste program and administers grants. Works toward regulatory and code compliance. Facilitates the Solid Waste Planning Committee. Works on projects as directed by the County Counselor / Administrator.

ESSENTIAL FUNCTION:

1. Responsible for the daily operations of the Landfill, including the Solid Waste Management Plan, equipment, department employees, Household Hazardous Waste and recycling programs. All County solid waste facilities to be operated in compliance with the Kansas issued operating permit(s). Daily and long range supervision to be detailed in a plan that is coordinated through the County Administrator and ensures compliance with current budget and with state and federal mandates. Landfill operations including grading, waste placement, cover operations, litter control, leachate systems, gas systems, stormwater controls, perimeter controls, ingress and egress of traffic, maintenance and repair of facilities and equipment, and other related waste disposal and management activities.
2. Researches state and federal regulations in relation to operations. Determines impacts of new or modified regulations or state policies and develops or assists in modifying operations or facilities to comply with these regulations.
3. Attends technical training sessions to improve knowledge of state and federal regulations and landfill management.
4. Maintains financial records and prepares annual budget, Capital Improvement and Equipment Replacement Plans. Assures that Landfill operations are completed in accordance with the approved budgets and plans.
5. Evaluates data, plans, trends and issues concerning solid waste disposal and the operation of the Landfill.
6. Investigates solid waste complaints, notices and inquiries in cooperation with other County/State officials.
7. Works with the State of Kansas Department of Health and Environment, the Solid Waste Planning Committee, the public and area cities on solid waste codes, standards, permits, record keeping and reporting.

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8. Develops and provides education programs on solid waste and recycling issues.
9. Promotes waste minimization, environmental protection and environmental health in Barton County through own efforts and in cooperation with the Solid Waste Planning Committee.
10. Acts as Secretary for the Solid Waste Planning Committee. Duties include scheduling and attending meetings, providing notices to the public, takes minutes and presents information to the County Commission as needed.
11. Responsible for cash paid in at the Landfill being deposited with the County Treasurer's Office on a daily basis.
12. Assures staff is properly trained so that daily operations comply with permits, solid waste codes and County policies and procedures.
13. Operates equipment/vehicles safely and for intended purpose, oversees preventative and routine maintenance on all equipment, and provides training on equipment use and daily operations to employees as needed.
14. Performs other duties at the Landfill as needed.
15. Oversee refuse being received; ensure proper handling by employees, supervise and monitor all required testing, and obtain required disposal authorizations for special wastes as necessary.
16. Ensure routine landfill environmental monitoring systems (groundwater and landfill gas probes) are sampled and maintained in accordance with permit requirements.

POSITION REQUIREMENTS:

Education – Minimum qualifications include a High School diploma or GED. Prefer an associates or bachelor's degree in environmental science or related field. Prefer Manager of landfill Operations Certification (SWANA certification) or ability to obtain within one year.

Experience – Prefer two years of supervisory, management and / or budgetary experience. Prefer five years of heavy equipment operation experience. Prefer minimum of five years of direct solid waste management experience.

Skills – Considerable technical knowledge and math skills. Considerable knowledge of federal, State and local laws and regulations of solid waste and environmental codes. Must be able to prepare and manage department budget, capital improvement and equipment replacement plans. Good oral, written and interpersonal skills. Knowledge of modern office procedures, computer programs and equipment. The ability to operate a computer, calculator, and other related office equipment. Maneuvers to sites on foot. Must have ability to work while utilizing a breathing apparatus. Hearing acuity for radio \ telephone transmission, verbal communications. Visual acuity at 1,000 feet for investigation and evaluation.

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Problem Solving - Problem solving exists in this position. Solves problems related to daily operating budget, personnel, advisory board, compliance with state permits and codes, and other short and long term managerial issues at the direction of the County Administrator and in accordance with County policies. Problems involve relating information to the County Commission, the County Administrator, local, state and federal officials, employees and the general public. Maintains daily records and keeps current with regulations issued by state and federal agencies. Must have ability to interpret and administer state and federal environmental regulations.

Decision Making - Decision making exists in this position. Decisions include interpreting laws, rules and regulations governing solid waste and other environmental codes and in determining if information listed is accurate. Must also possess the ability to assign tasks and supervise the delegated work.

Accountability - Employee is responsible for daily operation and budget control of the department. Budgetary guidelines are established by the County Commission and County Administrator.

Supervision - Employee is responsible for the supervision of subordinate personnel. Task involves daily supervision, scheduling and annual evaluation.

Personal Relations - Continual contact with other County departments and the general public. Must have excellent customer service attitude and ability to handle confrontations with customers. Works with front line employees, customers, County administration, state officials and others.

WORKING CONDITIONS:

Work is accomplished both in the office and in field. In field, walks over rough terrain and is exposed to unpleasant odors, hazardous chemicals, pests, high wind and dust levels. Required to perform manual labor as needed. In office, uses computer, copier, telephone, and calculator. Frequent high mental, visual and aural concentration required. Stands, walks, bends and reaches continually. Frequently drives vehicle. May be exposed to all types of weather conditions including adverse weather conditions when working in the field. Functions in close proximity to Hazardous Waste while wearing safety clothing and respirator. Works with unknown materials and handles hazardous waste and angular waste appliances. Must meet public and be prepared to deal with difficult people.

DATE WRITTEN: March, 2005

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