

## **POSITION DESCRIPTION**

Title: Assistant Landfill Supervisor

Department: Solid Waste

Job Analysis: July 2009, November 2011, January 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Landfill Supervisor

Subordinate staff: Operators, Solid Waste Technicians, Inmate Labor

Internal Contacts: Director, Deputy Director, and Department Staff

External contacts: ADEM Regulators/Inspectors, Health Dept., Engineers, Private Contractors, General Public

Status: Classified/ Non-Exempt (K)

### **Job Summary**

This is a management position with direct responsibilities for environmental management, regulatory enforcement and compliance management. Promote technical and managerial guidance to the Landfill Supervisor. The Assistant Landfill Supervisor will fill in if the Landfill Supervisor is absent.

### **Job Domains**

#### **A. Management**

1. Supervise the daily work routines of the Eastfork Landfill, MacBride Landfill, and Magnolia Landfill.
2. Assist Landfill Supervisor with scheduling of new disposal area and closure of existing disposal areas.
3. Inspect all sites with Landfill Supervisor to ensure that new work complies with both Federal and State regulations, codes and permits.
4. Assists and provides the Landfill Supervisor with both technical assistance and direction in all responsible areas.
5. Monitor and maintain constructed wetlands, stormwater and aeration ponds, leachate pumps and piping corridors to insure proper operation.

6. Operate equipment and trucks as needed.

#### B. Planning and Coordination

1. Review and analyze daily work and make recommendations to Landfill Supervisor to improve operational efficiencies.
2. Conduct organizational studies and evaluations to prepare operational and procedure directions.

#### C. Miscellaneous

1. Attend training and support Landfill Operator's Certification with continuing education as necessary.
2. Assist the Landfill Supervisor in developing short-range and long-term plans for the Landfills, Composting and BioSolids operations.
3. Strive to continually improve the good relations with citizens of Baldwin County.

### **Knowledge, Skills, and Abilities**

1. Skills to direct and supervise subordinates and deal with the public in conflict resolution as necessary.
2. Writing and oratorical skills necessary to make reports to the Landfill Supervisor.
3. Knowledge of applicable occupational safety, health, regulatory requirements, codes and permits.
4. Planning and scheduling skills to provide guidance to contractors, vendors, and other professionals.
5. Ability to conduct meetings over small groups.

### **Other Characteristics**

1. Must work non regular hours when necessary.
2. Willingness to attend meetings and other work activities after normal working hours.

### **Minimum Qualifications**

1. Valid Alabama commercial driver's license.
2. Three (3) years' experience in supervision and management of others
3. Three (3) years' experience with heavy equipment operation.