

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **LANDFILL SUPERVISOR**

Department: Road & Bridge - Solid Waste  
FLSA Designation: Exempt

Pay Grade: 13  
Effective Date: 10/04, 8/09

### **Purpose of Class**

Supervises, organizes, and coordinates landfill activities; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to coordinate, organize, assist and supervise the work of the Assistant Supervisor, Operations Technicians, Equipment Operators, Waste Screener/Maintenance Worker, and other subordinate workers. The work is performed under the supervision of the Solid Waste Manager, with some 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 (will vary by assignment)**

- 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;
- Plans, organizes, participates in, and supervises the activity and staff involved in processing solid waste/recycling operations at the landfill;
- Investigates and settles complaints from customers according to landfill rules and regulations;
- Assists with design of expansion of existing and new landfills;
- Supervises and implements monitoring for groundwater, methane gas, leachate management, etc. according to landfill policies and procedures ensuring compliance with local, state and federal laws;
- Assists staff as necessary;
- Assists cities and agencies regarding solid waste collections;
- Assists Solid Waste Manager with budget recommendations, staffing needs and personnel issues;
- Ensures customer inquiries/complaints are handled efficiently and courteously;
- Develops and prepares operational reports for management;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Record keeping and accounting principles;
- English grammar, spelling, and punctuation;
- Principles, practices, and equipment involved in recycling and providing solid waste services;
- Current supervision and evaluation techniques;
- Heavy equipment operation and basic maintenance;
- Current customer service skills;
- 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;
- 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.

Ability to:

- Supervise and evaluate the work of subordinate personnel;
- Operate heavy equipment, including but not limited to, compactors, graders, dump trucks, backhoes, D-8 cat, and related equipment as assigned;
- 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 CPR and First Aid certification within 60 days of hire;
- 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.

### **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 operation related to these operations is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho Class A CDL drivers license. Tanker, multiple trailer, and hazardous materials endorsements may be required;
- Forklift certification may be required;
- First Aid/CPR certification may be required.
- Flagger/traffic control certification or ability to obtain is required;

### **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.