



# Job Description

<b>Position:</b>	<b>Landfill Operations Supervisor</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Landfill Operations Department</b>	<b>FTE:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Assistant Director of Operations</b>	<b>Revised:</b>	<b>June 2024</b>

**DEFINITION:**

Under general direction coordinates and directs the daily maintenance activities of the Landfill Operations Department, including planning and scheduling key activities in support of department and organizational priorities. to supervise and train assigned staff operating a variety of heavy power-driven equipment at a landfill site; to coordinate and perform the compacting and covering of waste materials; to perform or demonstrate the more difficult and complex tasks; and to perform other job-related duties as required. In addition to supervisory duties, incumbents perform a wide variety of semi-skilled tasks requiring the operation of heavy equipment for maintenance, repair, and ground construction work around the landfill, landfill gas systems, leachate and condensate collection system and other maintenance and repair work.

**SUPERVISORY RESPONSIBILITIES:**

The incumbent in this position has direct oversight and supervisory responsibilities of the Landfill Operations staff.

**DISTINGUISHING CHARACTERISTICS:**

This is the supervisory level in the Heavy Equipment Operator Class series. The incumbent directs, supervises and coordinates the work assignments of staff operating a wide variety of heavy landfill equipment. The incumbent is expected to perform or demonstrate the more difficult or complex tasks. In addition, they perform heavy equipment operator assignments, operate and troubleshoot other specialized equipment and apply construction skills and practices as needed to maintain landfill operations.

**ESSENTIAL FUNCTIONS:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Organizes, supervises, and coordinates the work of Landfill Operations department staff.
- Develops work schedules and assigns and prioritizes work for staff.
- Operates equipment used in landfill maintenance and operations.
- Operates equipment to grade and maintain access roads.
- Assists with controlling and directing waste disposal operations.
- Responsible for developing and executing maintenance solutions to meet operational needs and demands.
- Assists in the development and implementation of departmental goals, policies, and procedures; reviews, recommends and implements improvements to department protocols and procedures; ensures conformity to policies and performance standards.
- Leads, mentors, engages and develops teams to maximize their contributions, including assessing, provides or coordinates staff training; provides expertise and direction to staff, and manages performance.
- Coach employees by creating a shared understanding about what needs to be achieved and how it is to be achieved.
- Monitors equipment operation for problems and repair requirements.



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- Interprets and explains District policies and procedures on waste disposal requirements, equipment operations, and identification of hazardous and toxic waste materials.
- Assists with proper implementation of work safety programs, ensuring compliance with safety rules and regulations, as well as performance policies and standards.
- Monitors and ensures proper responses to public inquiries and provides satisfactory customer services.
- Patrol District site, enforcing ordinances and regulations governing use of facilities.
- Oversee special repair and maintenance projects including general facility maintenance, generator and water pump repair, and grounds maintenance.
- Operate a variety of motorized District operations equipment including trucks, loaders, compactors, water truck, roll-off trucks, backhoes, forklifts, and other specialized equipment.
- Identify hazardous materials and determine proper storage and disposition.
- Assists with recordkeeping and report preparation.
- Provides input on the need for new and replacement equipment and supplies.
- Adhere to an assigned work schedule, adjust working hours to include evenings and/or Saturdays if necessary, and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must always work cooperatively and respectfully with fellow employees and supervisors.
- Communicate clearly and concisely both orally and in writing.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Procedures, tools, equipment, and materials used in waste management and landfill site operations and maintenance, repair, and construction.
- Principles and techniques of supervision and training.
- District policies and procedures and operations plans.
- Characteristics, operation, and routine maintenance of motorized public work equipment including bulldozers, compactors, loaders, graders, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium-sized and heavy equipment and BIT qualified vehicles.
- Work safety methods and programs.
- Operation of a variety of hand and power equipment.
- Basic methods, and practices of environmental, health, and safety programs as they affect landfill equipment operations.
- Laws and regulations governing environmental, health, and safety programs at a landfill.
- District regulations and policies related to waste disposal, landfill usage, hazardous and toxic waste materials control, and recycling.

### **Ability to:**

- Plan, organize, coordinate, department workload by priorities.
- Provide supervision, training, and work evaluation for assigned staff.
- Address performance and behavior.
- Review work activities and operational problems, developing necessary changes.
- Skillfully operate vehicles and heavy motorized landfill equipment including compactors, bulldozers, graders, scrapers, skip loaders, dump trucks, backhoes, excavator, and other equipment as used in



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solid waste management and landfill operations and maintenance.

- Perform a variety of general maintenance work.
- Make basic repairs and maintain tools and equipment.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Establish and maintain cooperative working relationships with all levels of the organization and with the public.
- Work independently and apply sound judgment and critical thinking skills to make effective decisions.
- Adhere to an assigned work schedule, adjust working hours as necessary, and meet District attendance standards.

## **TRAINING AND EXPERIENCE:**

Any combination of training and experience which demonstrates possession of and competency in requisite knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

- A minimum of three (3) years of work experience in the landfill environment.
- Experience in the operation of heavy equipment utilized in landfill operations, maintenance, and construction work.
- A minimum of three (3) years Supervisory experience and/or completion of relevant leadership training as determined by the ReGen Monterey is required.
- Certified Manager of Landfill Operations (MOLO) or similar certification is required within six months of employment.
- Possession of a High School Diploma or Equivalent G.E.D. is highly desired.
- Knowledge and understanding of the importance of the WDRs for compliant landfill operations and a minimum of three (3) years of experience working with compliance regulations and the local regulators.

## **Special Requirements:**

- Continued possession of a valid California Driver's License, Class B within six (6) months of employment.
- Compliance with established District vehicle operations standards, including on-going insurability to drive District vehicles, are conditions of employment.

## **PHYSICAL AND SENSORY REQUIREMENTS:**

The physical and mental demands described here, and the work environment are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 50 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to operate maintenance equipment such as backhoes, excavator, skip loaders, compactors, graders, bulldozers, trucks, and front end loaders.



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## **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; learn and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn, and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; interact with members of the public and all levels of District staff, contractors and vendors.

## **Work Environment**

Work is performed outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to trash, dirt, mud, grease, and oils; exposure to unpleasant odors, hazardous materials, fuel, oil, solvents, paint, trash, landfill gas, dust, condensate and leachate; exposure to moving vehicles and equipment; exposure to electrical current; may wear special protective clothing and equipment; constant contact with staff and the public.

## **ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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Employee Signature

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Date

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Employee Name – Please Print