

ASSISTANT SUPERINTENDENT OF SOLID WASTE OPERATIONS

NATURE OF WORK

This is responsible technical, supervisory work in directing skilled and semi-skilled employees in the operations and maintenance of various landfill operations.

Work involves responsibility for assisting in the supervision and management of the City's landfill facilities including small vehicle transfer station, and yard waste composting, woodchipping, and sludge application activities. Work includes ensuring compliance with federal, state and local regulations. An employee in this class exercises considerable independence in developing and carrying out assigned projects and is responsible for their successful completion. The work is performed under the general supervision of the Superintendent of Solid Waste Operations and is reviewed through conferences, completed projects and adherence to applicable operation plans, design plans, operating permits and regulations. An employee in this class may act for the Superintendent of Solid Waste Operations when said official is absent. Supervision is exercised over subordinate skilled and semi-skilled employees.

EXAMPLES OF WORK PERFORMED

Manages the daily operations of the landfill sites, transfer station facility, and yard waste composting and woodchipping program in conformance to all operating criteria.

Supervises and manages employees involved in the operation of the City's landfill facilities, small vehicle transfer station, and woodchipping and yard waste composting activities; assists in the planning, organizing, scheduling and reviewing the work of operational employees.

Supervises the maintenance and repair of heavy equipment, vehicles, equipment and buildings; ensures all equipment checks and service reports are properly submitted and recorded; makes recommendations as to types of equipment repairs to be performed by staff versus equipment service contractors; develops and supervises routine maintenance procedures for equipment, buildings and facilities.

Assists in the technical review and management of operational control programs such as ground water monitoring, surface water control and monitoring, methane gas migration monitoring, leachate monitoring, exclusion of hazardous wastes, and compaction density monitoring and control.

Recommends facility design and operational modifications or changes; assists in equipment specification and professional service contract development and administration.

Assists in the management of the sludge application including contract hauling operation.

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Assists in Capital Improvement Programs and operational budget recommendations and development.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of earthwork construction methods including construction surveying and staking.

Considerable knowledge of heavy equipment maintenance and application.

Considerable knowledge of employee safety and work hazards.

Knowledge of federal, state and local regulations governing facility operations and the management and disposal of solid waste.

Knowledge of hazardous wastes definitions and classifications.

Knowledge of microcomputer applications such as spreadsheet and database.

Knowledge of basic mathematics as related construction and landfill principles.

Ability to plan, assign, supervise and evaluate the work of skilled and semi-skilled subordinates involved in landfill operations.

Ability to read construction and operational plan drawings.

Ability to understand and effectively carry out written orders of a more complex nature.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in civil engineering, environmental engineering, environmental science or related field and experience in the maintenance and/or operation of a landfill site including some supervisory experience.

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MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with experience in the maintenance and/or operation of a landfill site and some supervisory experience; or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Must possess and maintain a valid driver's license.

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