

## **ROSEBUD COUNTY**

### **Job Description**

**CLASS TITLE:** Landfill Manager

**ACCOUNTABLE TO:** Landfill Representative and/or Board of County Commissioners

**PRIMARY OBJECTIVE OF POSITION:** Under administrative direction supervises the operations of the County Landfill; Assures that the Landfill conforms to all State and Federal compliance requirements. Work may vary requiring individual judgment following established standards and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Position requires employee to perform a multitude of movements in which a moderate physical effort is required, including lifting up to 50#'s (greater with assistance), bending, climbing, stooping, getting in and out of equipment, and prolonged sitting;
- Work is generally performed in outdoor undesirable physical conditions in which extreme noise, pollution, heat, cold, dampness, dust, chemicals, and hazardous (household) wastes are present;
- Must possess appropriate valid Montana Operator's License or CDL depending on assignment.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Supervises all of the operations of the County Landfill and Canister Sites;
- Assures the Solid Waste Facility is in compliance with all State and Federal Landfill requirements;
- Assures that all records relating to the Landfill operations, including Canister sites, are completed and disbursed to the appropriate Agencies;
- Assures all employees utilize the proper safety equipment and procedures to prevent injury;
- May operate department equipment as needed to fulfill the operational needs;
- Performs such other duties as may be required.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Supervises all of the employees of the Solid Waste Operations of the County.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school, or its equivalent; PLUS
- Ten (10) years of experience in the solid waste field with two (2) years of supervisory experience desired.
- Possession of appropriate valid Montana CDL certification as may be required.

**CLASS TITLE:** Landfill Manager (continued)

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Assures that the Landfill meets all State and Federal Standards;
- Possesses and maintains a working knowledge of the methods of operation and equipment used in the maintenance and operation of a landfill;
- Maintains a working knowledge of the latest requirements in Landfill management;
- May perform all of the tasks expected in the normal activities of the solid waste division;
- Establishes and maintains effective working relationships with fellow employees, the County Commissioners, the public, State and Federal Compliance Officials, and other agencies to more effectively serve the public;
- Prepares reports of activities; and
- Performs such other assignments as may be needed in the day to day operations of the Solid Waste Program.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 10-01-2015**