

San Luis Valley Regional Solid Waste Authority

Job Description

Job Title: Land Fill Manager
Reports To: Landfill Board of Directors
FLSA Status: Exempt
Updated: 4/15/2024

Position Summary:

Manages all aspects of the San Luis Valley Regional Landfill in compliance with all local, state, and federal requirements. Management duties will include assisting with budget development and administration, staff management, and responsibility for daily operations. Develops and carries out policies, procedures and programs as related to both daily and long-range management of the Landfill. Works in cooperation with the San Luis Valley Regional Landfill Board of Directors toward regulatory compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages landfill operations in accordance with the Board of Directors, and in compliance with the EDOP and (CDPHE) Colorado Department of Health and Environment regulations.
- Responsible for the daily operations of the Landfill, including the Solid Waste Management Plan, recycling programs, equipment, staffing, staff training and safety programs. Oversees all Landfill operations including grading, waste placement, cover operations, litter control, leachate monitoring, gas monitoring, stormwater controls, perimeter controls, maintenance and repair of facilities and equipment, and other related waste disposal and management activities.
- Ensure that all required state reporting is done accurately and on time. Maintain records in office for on-site inspections at all times.
- Research state and federal regulation in relation to operation of Landfill. Determines impacts of new or modified regulations or state policies and assists the Land Fill Board of Directors in modifying operations or facilities to comply with these regulations.
- Attends technical training sessions to improve knowledge of state and federal regulations and landfill management.
- Maintains financial records and assists in the preparation of the annual budget, Capital Improvement and Equipment Replacement Plans. Assures that Landfill operations are completed in accordance with the approved budgets and plans.
- Oversee refuse being received; ensure proper handling by employees, supervise, and monitor all required testing, and obtain required disposal authorizations for special wastes as necessary.
- Must have good people skills and ability to communicate effectively with a variety of people including regulatory agencies, contractors, fellow employees, professionals, and the public. Must maintain a good relationship with the (CDPHE) Colorado Department of Public Health and Environment.
- Requires travel to off-site locations for work, meetings, training or inspection of material or items to be taken to the landfill.
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• **ESSENTIAL DUTIES AND RESPONSIBILITIES, continued**

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- Prepare written reports of a complex nature. Must be computer literate with Microsoft word, excel and E-mail communication.
- Must enforce safety and present safety meetings on a regular basis along with proper documentation to meet CDPHE requirements.
- Must be able to adapt to all weather elements in a commonsense manner.
- Must be physically capable of operating passenger vehicles, equipment, and light trucks safely. Should be able to operate heavy equipment, including but not limited to loaders, scrapers, compactors, and bulldozers in all weather conditions.
- Will be responsible for keeping landfill clean and in order. Will make sure to keep entrance road and private land adjoining the landfill clean and free of litter at all times.
- Will oversees water and gas monitoring to meet CDPHE requirements and annual summary reporting to the state.
- Must be able to educate the general public, employees and commercial haulers about all landfill rules and regulations on a regular basis.

REQUIRED PHYSICAL CAPABILITIES:

Frequent bending and stooping, frequent lifting and carrying equipment weighing up to 75 pounds, operating light and medium duty trucks. Physical activities required to perform essential duties include hearing conversation and traffic; speaking in an understandable voice; sufficient visual acuity to walk and drive in traffic; operating computers, bending, stooping, reaching and handling.

WORKING ENVIRONMENT:

Approximately 30% of essential duties/activities for the position are performed outdoors and 10%-15% on foot. Approximately 70% of the essential duties/activities are performed in a heated shop or office environment for administration of the landfill.

MATERIAL AND EQUIPMENT USED:

Power and manually operated hand tools and equipment; Heavy equipment including but not limited to scrapers, bulldozers, compactors, and loaders; medium motor-driven equipment such as pickups, light dump trucks, water trucks.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 3 to 8 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in and out of the landfill environment associated with the landfill.

EDUACATION and/or EXPERIENCE:

High School Diploma or GED. Training in waste-related courses desirable. Three to six years related experience in business administration, civil engineering, solid waste management or similar field.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to present various aspects of the landfill to all clients that will be using the landfill.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Must be able to apply skills to prepare and present an annual budget in conjunction with the office manager to the board of directors.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must have an ability to meet with the public to determine conclusions for the disposal of solid waste or special waste on many varied projects at the landfill.

CERTIFICATES, LICENSES, REGISTRATIONS

- Colorado Class C Driver's License required.
- MOLO (Manager of Landfill Operations) certification preferred.