

SUPERINTENDENT - LANDFILLS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for the day to day operation of the County's sanitary landfill ensuring its operation and maintenance is in compliance with NYSDEC standards and EPA pollution control standards. The incumbent is responsible for planning, for budget requests and for supervising a number of operating and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the daily operation and maintenance of the County's sanitary landfills and leaf composting operations to ensure their compliance with NYSDEC standards and sound environmental principles;

Inspects sites regularly and coordinates operations to ensure that location and sequencing of landfill lifts and slopes are in conformance with engineering plans;

Plans work schedule for operations and maintenance, assigns daily work to employees and inspects regularly to ensure its proper completion;

Plans for preventive maintenance and repair of equipment and prepares schedule and requisitions equipment and repair parts and supplies;

Manages the on-site regulatory mandated sampling and analysis program for the sanitary landfills;

Compiles cost figures and estimates to assist in preparation of division budgets;

Maintains records of daily activities such as leachate removal, ground water sampling, equipment use, etc., and prepares such reports as may be required;

Represents the County with governmental agencies, consultants and the general public visiting the landfills;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of operating a sanitary landfill and/or residue disposal site; good knowledge of the NYSDEC landfill regulations and the EPA pollution control standards as applied to landfills; good knowledge of the safety precautions of the trade; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to supervise a number of maintenance employees; ability to plan and coordinate landfill activities; ability to communicate effectively both orally and in writing; ability to deal effectively with a variety of persons and organizations; ability to maintain records; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where the primary function of the position was in the operation of a sanitary landfill, one year of which must have been in a supervisory position.

SPECIAL REQUIREMENTS: (1) Possession of a valid CDL "A" License as defined under the Commercial Motor Vehicles Safety Act. (2) At time of appointment, incumbent must possess a certificate of completion of the required NYSDEC sanitary landfill course. (3) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

SUBSTITUTION: College education may be substituted at the rate of 30 credit* hours for one year of experience up to a maximum of four years. There is no substitution for the one year of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.