

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

***Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.***

**We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a
condition of employment**

Date:	8/21/2019	Department:	Landfill (4210)
Title/(Status)/Job Code:	Landfill Manager (0917)	Reports To:	Engineering
Pay Grade/Salary Range:	PG-115 \$50,649.46 - \$78,506.67	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A working supervisory position responsible for assisting the County Engineer and Project Manager in planning, directing and supervising personnel engaged in the Solid Waste Operations.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Plans, schedules, and supervises work performed by certified landfill operators, landfill equipment mechanics, laborers and landfill spotters engaged in solid waste disposal.
- Directly oversees the management and budget of landfill operations and maintenance for all landfills.
- Trains other operators in the use of heavy equipment.
- Responsible for the operation and maintenance of the landfill and leachate systems, operating staff, on site construction projects, and the planning and scheduling of all on site related activities.
- Operates heavy equipment as necessary.
- Oversees regular inspections of equipment, facilities and all landfill operations to ensure compliance with regulatory requirements governing the disposal of solid waste.
- Enforces departmental safety policies and practices.
- Attends workshops and seminars when authorized or directed.
- Conducts site visits, performs inspections and resolves any issues between the County and the hauler regarding garbage collections and disposal.
- Studies departmental organization, personnel distribution, project requirements and recommend the most efficient and cost effective procedures.
- Assists in the collection and verification of data required for accurate budget preparation for the Solid Waste Department.
- Responsible for memos, invoices, purchase orders, etc. regarding equipment maintenance.
- Manages and participates in the selection, placement, promotion, training, development, safety, discipline and appraisal of all Solid Waste Employees.
- Maintains a professional and safe unit and work area adhering to establish safety policies and the image desired for the organization.
- Follow consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good Working knowledge of standards, practices, methods and equipment used in solid waste disposal; occupational hazards and necessary safety precautions, pertinent laws, ordinances and regulations.
- Skill in the operation of all heavy equipment identified with solid waste disposal.
- Ability to read and interpret plans and blueprints significant to landfill design and operation.
- Ability to make mathematical calculations in determining volumes, tonnages, and cubic yards identified with landfill operations.
- Ability to diagnose equipment malfunctions and effect minor repairs.
- Ability interact with vendors as needed to effect major repairs when needed.
- Ability to supervise the staff and work of assigned personnel including temporary employees, and volunteers.
- Ability to maintain routine records, record data used in regulatory compliance reports.
- Ability to establish and maintain effective working relationships with employees, and other agencies and enforce State and County sanitation laws, ordinances and policies.
- Ability to operate and maintain the leachate recirculation system, waste water treatment plant, and landfill gas control systems.
- Knowledge of modern technologies, methods, programs and practices of solid waste processing and disposal.
- Ability to plan, manage and inspect solid waste program activities.
- Skills in preparation of reports, estimates, construction inspection report and cost records.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 10% of the time. Frequently communicates with the public and co-workers. Must be able to exchange accurate information in these situations. Frequently ascends/descends stairs, ladders, scaffolding, etc. Occasionally moves materials and equipment weighing up to 40 lbs. Frequently works in an outdoor environment up to four (4) hours. Frequently operates a motor vehicle or heavy equipment for up to four (4) continuously or intermittently. Frequently positions self to work under or around various items to perform maintenance tasks. Occasionally works in rugged terrain; to include very steep, wet, muddy, rough, uneven or rocky surfaces. Positions require physical exertions such as bending, crouching, stooping, stretching, reaching or similar activities. Continuous exposure to moderately high noise levels.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduate from high school or possession of an acceptable equivalent diploma and five (5) years of progressively responsible experience in solid waste disposal, including three (3) years in supervisory capacity.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain valid Florida Class A CDL with tanker and haz-mat endorsement and Sanitary Landfill Operator certification prior to completion of probationary period.

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential.