



## City of Irving Job Description

### Landfill Manager

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Solid Waste Services
<b>Job Code:</b>	R061	<b>Reports To (Job Title):</b>	Solid Waste Services Director

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#### PURPOSE

To oversee on-site landfill operations, including supervising staff, setting long-range goals, and ensuring landfill is operated and maintained according to plans and regulations

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Advise Solid Waste Services Director of all landfill operations, discuss long-term goals for the landfill, inform Section Chiefs of long-term goals, and give instructions on daily activities, including waste burial, excavation, daily cover, and any construction needed. Supervise work of all landfill staff in daily operation of landfill.
- Supervise preparation of and review all daily paperwork including daily tracking report, diesel report, oil report, absentee reports, waste screening reports, CFC reports, daily timesheets and cover log.
- Prepare engineering designs work (suitable for engineer's review), drawings, bid documents and cost estimates for proposed projects. Perform mathematical calculations related to engineering projects. Prepare summaries of data for supervisor review. Make recommendations based on environmental and engineering principles.
- Conduct field assignments such as collecting soil, gas and water samples; perform field surveys and make field sketches; take record photographs.
- Deposit daily transactions, including, verify for accuracy, make corrections as needed the Cash Receipt, the money collected (Cash, Coupons, Checks and Credit Cards) from charged transactions, the Deposit Slip and the money bag. Turn in Cash Receipt, money bag and Deposit Slip to Finance daily.
- Conduct monthly safety meetings with landfill personnel about safety while operating equipment, maintaining and servicing equipment, working conditions and personnel safety. Coordinate all training of landfill personnel and conduct or coordinate all training required by Site Operating Plan.
- Perform time entry payroll duties, which includes review for accuracy and approving time entry for Section Chiefs and Landfill Specialist, as well as, reviewing for accuracy time entry for Senior Heavy Equipment Operators.
- Review local, state and federal environmental regulations periodically; Verify compliance for solid waste operations, as directed by supervisor. Prepare monthly, quarterly and annual reports to the Texas Commission Environmental Quality, as directed by supervisor, for landfill capacity and compliance issues.
- Ensure safety of all landfill personnel and that all personnel are following all such policies and carries out disciplinary action to landfill personnel, when needed.
- Complete performance evaluations for Section Chiefs and Landfill Specialist; Review performance evaluations for Senior Heavy Equipment Operators.

- Perform weekly storm water inspection and complete checklist. Participate in Annual Inspection of Landfill with TCEQ Inspector, Engineering Consultants, and Solid Waste Services Director.
- Ensure all breaks, lunches, vacations, personal leave and sick leave for landfill personnel are coordinated and properly scheduled and covered. Fill-in for all positions as necessary due to staff schedules, vacancies, etc.
- Maintain landfill survey equipment and environmental apparatus (surveying equipment, gas detector, groundwater well pumps, leachate pumps, etc.) in good condition, contact and coordinate outside vendors for landfill service needs, i.e., metal bins, tires, equipment repairs, etc.
- Set up and maintain Landfill Tracking Report for landfill supervisors; verify that all data entered is accurate with the transaction receipts and make corrections.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Operate landfill heavy equipment and landfill weighing computer as needed.
- Respond to after-hours trouble calls on emergencies.
- Coordinate, as directed by supervisor, with other city departments for services needed (such as water and sewer line connections, land surveying, street paving etc.)
- Conduct tours of the landfill for school children, college students, master composter classes, etc.
- Oversee landfill crews for in-house construction projects; provide environmental and engineering coordination between contractor and department or consultant. Keep specific records of interactions and report work progress to supervisor.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 14 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Oversee and deposit all financial transactions that take place at the landfill and participate in purchasing activities and assist in the development of a \$2,300,000 budget including developing bid specifications for equipment and recommending vendors for selection.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent of an Associate's degree from an accredited college or university with major course work in a closely related field

### **EXPERIENCE**

- Three (3) years of related experience, including one (1) year of supervisory experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license
- TCEQ Solid Waste "A" License
- TCEQ Waste Screening certification

## **KNOWLEDGE OF**

- Landfill Guidelines: Types of waste allowable, locations designated for each type, and federal, state, and City ordinances relating to waste disposal.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Mechanical/Technical: Safely operating a diversity of equipment including, computers.
- Planning: Sensing the environment and setting goals and objectives.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Interacts with residential and commercial customers, personnel from other City department up through the Director level, outside vendors and solid waste employees from other municipalities; TCEQ staff.

## **EQUIPMENT AND PROPERTY**

Sedans, pickups, heavy trucks up to 66,000 lb. GVW, complex heavy machinery, office equipment including personal computers equipped with department specific software include scale and routing software, copiers, fax machines, and two-way radio.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and see. Frequently, s/he is required to drive a vehicle, sit, smell, stand, talk, and/or walk. Occasionally, s/he is required to balance, carry, climb, crawl, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, reach, and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to a dirty environment, blood-borne pathogens, extreme vibrations, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or traffic hazards. In rare instances, this employee is exposed to violence. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.