

Civil Division: Oneida-Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 08/04/16

LANDFILL OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the operation and management of a region-wide landfill facility. The incumbent provides expertise to insure that all aspects of the landfill are in compliance with statute, rules and all applicable regulations. Administrative supervision is received from the Executive Director with some leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of the other designated employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the operation of the landfill to ensure the most safe, efficient and economical use of equipment, supplies and personnel; in compliance with all requirements as specified in the New York State Part 360 permit and all applicable regulations;
Responsible for staff direction, engineering coordination, maintenance and repair and all other duties which will occur with the operation of the landfill facility;
Coordinates and supervises the daily operation of the landfill, Operations and Management (O&M) schedules, preventative maintenance procedures, operations, health and safety and related work;
Prepares time schedules and makes daily assignments to all staff;
Supervises and assists in the maintenance of landfill equipment and repair of landfill machinery and mechanical equipment;
Maintains inventory of supplies and equipment;
Makes daily inspections of landfill facility and equipment for compliance with the intended mode of operations;
Supervises the preparation and maintains power, output, equipment utilization and maintenance and repair records;
Plans and approves requisition of materials and ensures an adequate level of supply inventory and equipment;
Supervises the operation, maintenance, and repair of all landfill systems including but not limited to leachate collection, pumping, storage, air monitoring, groundwater monitoring, stormwater management, and methane gas recovery and compiles and submits all reports for compliance with all federal, state and local requirements;
Maintains liaison with haulers and truck drivers in regards to compliance with permit and facility rules and regulations;
Determines areas for disposal and manages locations for all categories of waste as necessary;
Directs staff in the spreading, compacting and covering of solid waste;
Establishes and implements procedures to minimize adverse conditions, including but not limited to litter, odors, noise, vector control, etc., that may result from landfill operations;

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TYPICAL WORK ACTIVITIES: (continued)

Directs the disposition of leachate in compliance with all permit conditions and regulations, and prepares long-range plans for leachate management;

Reviews and verifies all certifications, prior to operation, of landfill liner system performance, operations of all leachate pumps and storage facilities, road improvements, storm water management basins, scale systems, and all other components of the landfill facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the engineering principles and environmental protection goals and requirements of a modern landfill facility; comprehensive knowledge of the principles of solid waste management, the components of non-hazardous waste and the integrated approach to solid waste management; comprehensive knowledge of federal, state regulations and regulatory reporting requirements for a modern landfill facility; comprehensive knowledge of mechanical/electrical systems associated with landfill facilities; comprehensive knowledge of the maintenance and repair of the heavy operating equipment used for landfill operations; thorough knowledge of occupational hazards and safety procedures concerned with operation of large machinery and motorized equipment; ability to supervise the work of others; ability to be responsive to the general public, citizen groups and the media; ability to plan, schedule, assign and direct the work of others; ability to keep records and make reports; ability to read and interpret technical manuals and specifications and diagnose mechanical and electrical problems; ability to review, understand and apply complex engineering drawings and specifications; ability to lift heavy objects; ability to work outside in all weather conditions; mechanical aptitude; sound professional judgment.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Successful completion of the New York State Landfill Operators Training Course and the Solid Waste Association of North America (SWANA) Manager of Landfill Operations (MOLO) Certification **AND**

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil, mechanical or construction engineering, environmental science or a related area, **AND** six (6) years of experience in a New York State Part 360 permitted landfill facility (or equivalent)* which included the coordination of construction of a composite liner system and gas system operation, three (3) years of which were in a supervisory capacity;
OR

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MINIMUM QUALIFICATIONS: (continued)

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in civil, mechanical or construction engineering, environmental science or a related area, **AND** eight (8) years of experience in a New York State Part 360 permitted landfill facility (or equivalent)* which included the coordination of construction of a composite liner system and gas system operation, three (3) years of which were in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment. License must be maintained throughout appointment.

***Note:** New York State Code of Rules and Regulations [6 NYCRR Part 360] law states that any landfill in New York State has to be Part 360 permitted; 6 NYCRR (Part 360) are the authority by which the State sets design standards and operational criteria for all solid waste management facilities. An EPA Subtitle D Landfill would be an equivalent facility.

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