

## Landfill Supervisor

Southern Idaho Solid Waste is an equal opportunity / affirmative action employer (M/F/V/D) and a drug-free workplace.

<b>Department:</b> Milner Butte Landfill	<b>Location:</b> 1050 W 400 S Burley, ID
<b>Pay Grade:</b> 10	<b>FLSA Status:</b> Non-Exempt

### **GENERAL PURPOSE**

Supervises and participates in the care, maintenance, and operations of a Subtitle D Landfill. This is a supervisory position responsible for the daily operations and project activities associated with the Milner Butte Landfill.

### **SUPERVISION RECEIVED**

General supervision received in accordance with the Southern Idaho Solid Waste Organizational Chart.

### **SUPERVISION EXERCISED**

Supervise all employees, projects, and activities of the Milner Butte Landfill in accordance with the Southern Idaho Solid Waste Organizational Chart.

### **ESSENTIAL FUNCTIONS**

- Supervise all landfill operations and implement company policies and procedures.
- Plan and oversee all daily and project activities at the landfill.
- Coordinate workflow and assignments to achieve operational goals.
- Develop and enforce department goals, expectations, and objectives.
- Assist with long-term planning activities and submit procurement requests for the budgeting process.
- Provide input on annual budget development for the landfill.
- Review and approve employee timecards for accuracy and compliance with schedules and labor regulations.
- Oversee personnel needs, including scheduling, coaching, training, disciplinary action, and performance evaluation.
- Develop and manage schedules to ensure timely task completion and efficient resource use.
- Review and approve employee timecards for accuracy and compliance with schedules and labor regulations.
- Provide input on hiring, termination, compensation, and promotion decisions.
- Participate in the interview process to hire talented and qualified personnel.
- Monitor customer activities to ensure compliance with established rules and regulations.
- Address public complaints and resolve issues.
- Inform the public about landfill requirements and fees.
- Conduct business with contractors, surveying, engineering, and consulting companies.
- Observe waste to identify hazardous materials or those excluded from deposit in the landfill.
- Immediately report possible unacceptable waste (e.g., biohazards, asbestos) to supervisors.
- Report mechanical problems to the maintenance manager and coordinate repairs to reduce downtime.
- Provide training on proper operation, maintenance, and safety protocols for assigned equipment.
- Communicate with other department supervisors and leadership to resolve operational issues and ensure efficient waste transfer and disposal.
- Perform general office duties, including customer contact and documentation.
- Implement and oversee effective safety and accident prevention programs.
- Perform site inspections to ensure regulatory compliance and recommend improvements.
- Maintain an EPA Section 608 Certification for refrigerant recovery.
- Follow all safety policies and procedures, reporting unsafe work activities to supervisors.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- Graduation from high school or equivalent.
- Six (6) years of progressively responsible supervision experience in an operations environment.  
\*An equivalent combination of education and experience may be considered.

### **2. Knowledge, Skills and Abilities:**

Working knowledge of:

- Hazards and safety precautions associated with landfill processing and operations.
- Hazardous waste regulations and guidelines.
- The use of mechanical tools, materials, and equipment.
- The safe operation and maneuvering of heavy equipment.
- The design, adjustment, operation, maintenance, and repair of mechanical equipment.
- Landfill requirements related to safety, hazardous waste, and environmental protection.

Skilled in:

- Leadership, team management, project planning/management.
- Coaching, mentoring, and training staff.
- Verbal and written communication.
- Customer service and other skills needed to meet or exceed customer expectations.
- Time management, communication, and problem-solving.

Ability to:

- Communicate, provide instruction, and ensure compliance with district policies and safety regulations.
- Ensure adequate staffing for the landfill.
- Put forth continuous effort to improve operations, streamline work processes, and work cooperatively with others.
- Develop and implement project plans and follow through on challenges as they arise.
- Establish and maintain effective working relationships with fellow employees, the public, and supervisors.
- Follow instructions, communicate effectively, and provide training/instruction to others effectively.
- Obtain and maintain a SWANA Manager of Landfill Operations Certification.
- Comply with applicable district and departmental policies/safety standards, including wearing required personal protective equipment.
- Operate simple to complex equipment in various conditions.
- Develop and implement project plans and follow through on challenges as they arise.
- Perform manual tasks for sustained periods.
- Communicate effectively, verbally and in writing.
- Perform basic math and handle cash.

### **3. Work Environment:**

- Daily exposure to hazards commonly associated with landfill operations.
- Tasks require various physical activities, generally nominal muscular strain, such as lifting, walking, standing, stooping, and reaching, and may be required to lift and/or pull up to 100 pounds.
- Communication, hearing, and seeing are essential in performing daily tasks.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.
- Daily exposure to weather extremes and environmental conditions typical of solid waste landfill operations.
- Possible exposure to biohazards and chemicals due to unknown materials brought to the landfill.

