

Solid Waste Director

Nature of Work

This is very responsible administrative and supervisory work involving total responsibility for all operations of the Maury County Class III and IV landfills. The incumbent is responsible for compliance with all existing federal and state regulations pertaining to landfill operations, supervising on site and convenience center staff, preparing annual budgets, overseeing all monetary transactions and collections and the purchasing and maintenance of equipment and machinery. Additional activities include coordinating recycling activities, planning new construction projects and ensuring the proper maintenance and repair of all equipment and machinery. Job responsibilities require extensive knowledge of the design, construction, and permitting of landfills, the ability to compile detailed information and prepare reports on landfill operations and compliance procedures, strong budgeting and accounting skills, and the ability to effectively supervise and direct the activities of subordinate staff. Job performance is evaluated by the County Mayor through review of landfill operations, compliance with federal and state regulations, revenues generated by landfill operations and ability to interact effectively with staff, local officials and the public.

Illustrative Examples of Work

- Determines all construction and design issues for landfill operations including gas and leachate collection systems in order to comply with federal and state laws and regulations.
- Directs the activities of heavy equipment operators on a daily basis to ensure the efficient operation of the landfill and transfer station.
- Supervises the activities of administrative staff and reviews all monetary transactions and collections from individual and commercial clients.
- Compiles data on landfill operations and revenues and prepares and submits detailed monthly, quarterly and annual reports.
- Develops, implements and monitors annual operating budgets to support landfill operations.
- Attends meetings to remain current on laws and regulations and provides information to the public pertaining to landfill operations.
- Makes decisions regarding the purchase, maintenance and repair of landfill equipment and machinery and operates landfill machinery when required.
- Makes decisions regarding the selection, evaluation and discipline and/or discharge of employees.
- Assists with recycling projects and seeks additional grant funding to support landfill operations including anti-litter, tire and recycling grants.
- Ensures compliance with state and federal regulations pertaining to solid waste operations and labor and safety regulations (OSHA, TOSHA, and FLSA).
- Makes decisions regarding the handling of special types of waste to ensure that it is handled safely.

- Assists other departments with excavation projects, waste pick-up and disposal and construction projects when necessary.
- Makes decisions regarding the construction of additional cells for the landfill in accordance with existing blueprints and specifications.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year high school supplemented with considerable coursework in environmental and/or civil engineering (College degree preferred); extensive experience designing and constructing large landfills; thorough knowledge of the equipment and machinery utilized for landfill operations; strong accounting and bookkeeping skills; experience directing and supervising the activities of staff; strong decision making, interpersonal and organizational skills; or any equivalent combination of education or experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of the design and construction of large public landfills (Class III & IV) including all leachate and gas collection systems, drainage and retention requirements and the classification of waste products.
- Extensive knowledge of the equipment and machinery utilized in the operation of large municipal landfills.
- Extensive knowledge of EPA and state regulations pertaining to the handling of solid waste.
- Thorough knowledge of soils including composition, compaction rates, etc.
- Thorough knowledge of OSHA and TOSHA safety regulations pertaining to the operation of solid waste facilities.
- Thorough knowledge of labor laws and regulations (FLSA).
- Thorough knowledge of surveying techniques and methods.
- Ability to compile detailed information and prepare reports as required by federal and state regulations.
- Ability to prepare budgets and monitor income and expenditures to ensure compliance with established budgetary objectives.
- Ability to remain current on all regulations pertaining to solid waste operations and develop and implement effective policies and procedures to ensure compliance.
- Ability to supervise and direct the activities of support staff in an efficient and effective manner.
- Ability to interact in an effective and professional manner with local officials, co-workers, commercial clients and the public.
- Ability to make effective presentations and provide information on landfill operations.
- Ability to consistently make logical and appropriate decisions regarding landfill operations, maintenance and repair of equipment and proper disposal of waste products.
- Knowledge in the operation of large machinery utilized in landfill operations including Bull Dozers, Back Hoes, Dirt Scrappers, Bobcats and Front End Loaders.

Necessary Special Requirements

- Must possess a State of Tennessee Landfill Operator Certification.
- Must obtain a minimum of thirty (30) hours in-service training every three years.
- Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions, temperature extremes, fumes, noise, vibrations, oils and lubricants and slippery surfaces

Maury County Government
FLSA – Exempt (Administrative)
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