

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 11/28/2016 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Assistant Landfill Manager		
JOB CLASS (GRADE):		MIN. SALARY: \$42, 099.20
LOCATION: Solid Waste/Landfill		WORK HOURS: 8:00 AM – 4:30 PM
DEPT. HEAD: Kevin Barkley		WORK WEEK: Mon. – Sat.
(X) REPLACEMENT () NEW REQUIREMENT		

JOB SUMMARY:

This position is responsible for assisting in the management the landfill operations to ensure that landfill design and permit conditions is met. Landfill operations are conducted to comply with EPD Landfill Inspections.

ESSENTIAL FUNCTIONS:

- Develops and Monitors methods for unloading waste at landfill to assure compliance with federal/state/local specifications.
- Develops plans for, and monitors access roads to assure that dust and erosion are controlled, that landfill is accessible, and that correct signage is in place.
- Monitors equipment spreading and compacting waste to assure optimum compaction and use of cover.
- Monitors current working face visually and with surveyor's level to assure that the planned slope and excavation grades are maintained.
- Inspects daily, intermediate, and final covers of cell to assure that desire materials and thickness if maintained.
- Monitors fill area for presence of disease vectors, odors, litter, and other nuisances.
- Observes ground water monitoring wells and pond for purposes of security and maintenance.
- Observes sediment basins to determine depth of water and sediment build – up; directs dredging when needed.
- Directs installation and monitors sediment control fences and the seeding cover vegetation.
- Test samples for methane gas concentration near the landfill, in landfill buildings, and at property borders using a gas meter.
- Records, samples, and analyzes the chemical composition and average flow rates and volume of leachate.
- Prepares standardized reports on various landfill operations as needed.
- Notifies EPD of major events and/or problems associated with landfill.
- Interviews, trains, evaluates, counsels, and recommends disciplinary action of subordinate employees.
- Assure that design and operation plans are kept at site and are accessible.

OTHER DUTIES:

- Performs other related duties assigned.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of high school or equivalent.
- Experience sufficient to understand the objectives of the division in order to direct and coordinate work, usually interpreted as 3 to 5 years of related experience.
- Certification as a State Landfill Operator.
- CDL Class A license preferred.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of high school mathematics, algebra, and geometry.
- Knowledge of general EPD regulations relating to subtitle D landfill operations.
- Knowledge of soils, vegetative cover, and erosion prevention techniques.
- Skill in reading blueprint and technical specs, to comprehend landfill plans and permits requirements.
- Skill in managing subordinate employees.
- Skill in oral and written communications.
- Skill in observing landfill grounds for any changes in conditions.
- Ability to work out of door in adverse/extreme weather conditions.
- Ability to walk hills and grades to observe landfill conditions.
- Ability to lift objects weighing up to 50 pounds.
- Ability to detect unusual odors while monitoring landfill conditions.

SUPERVISORY CONTROLS:

The Solid Waste Director assigns work in terms of overall goals and objectives, which requires the use of judgement in organizing operations. Work is reviewed through observation of landfill operations.

GUIDELINES:

Guidelines include relevant laws, EPZ, and EPD guidelines, county ordinances, and departmental policies. These guidelines require judgement, selection, and interpretation.

COMPLEXITY:

The work consists of managerial, administrative, and technical functions in operations of a MSW Landfill. Complexity is present with the addition of various state and federal laws.

SCOPE AND EFFECT:

The purpose of this position is to ensure the proper operation of a MSW Landfill by administering regulations imposed by the government.

PERSONAL CONTACTS:

Contacts are typically with subordinates, recipients of direct services, elected officials, EPA personnel, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to provide services, answer questions, provide information and/or explanation.

PHYSICAL DEMANDS:

Physical demands typically include walking, standing, stooping, bending, crouching, lifting objects weighing up to 50 pounds, and working out of doors in adverse/extreme weather conditions.

WORK ENVIRONMENT:

Work is performed indoors in an office, but mainly out of doors where the employees is exposed to noise, dust, dirt, grease, and machinery with moving parts, landfill debris, and adverse/extreme weather conditions.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has direct supervision over Landfill Attendant (2), Heavy Equipment Operator (9), and Weighmaster (2).

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER