

## **San Luis Valley Regional Solid Waste Authority**

### **Job Description**

**Job Title: Land Fill Manager**  
**Reports To: Landfill Board of Directors**  
**FLSA Status: Exempt**  
**Updated: 1-24-2024**

#### **GENERAL STATEMENT OF DUTIES:**

Manage the San Luis Valley Regional Landfill in compliance with all local, state, and federal requirements. Manages and directs staff for daily tasks and activities. Ensures landfill meets and addresses the Consumers needs for refuse disposal. Follows stringent regulatory guidelines regarding landfill and solid waste management.

Operate the landfill in a safe, effective, and efficient manner.

Must be able to multitask and have great organizational skills and be able to manage people materials and resources.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Manages landfill operations in accordance with Board Policies and in compliance with (CDPHE) Colorado Department of Health & Environment regulations.
- Sets staffing levels in coordination with the landfill board and is responsible to ensure that all employees are properly trained to carry out their duties. Will answer and report to landfill board of directors. Must be a good decision maker and problem solver.
- Must have good people skills and have a good relationship with the (CDPHE) Colorado Department of Public Health and Environment. Must deal with the public and state and federal agencies in a positive and constructive manner.
- Manage all landfill equipment, site and buildings, advising the board of additional equipment and or building needs and developing maintenance and replacement schedules.
- Requires travel to off-site locations for work, meetings, training or inspection of material or items to be taken to the landfill.
- Prepare written reports of a complex nature using Microsoft Word and ability to communicate effectively with a variety of people including regulatory agencies, contractors, fellow employees, professionals, and the general public. Must be computer literate with Microsoft word, excel and E-mail communication.
- Ensure that all required state reporting is done accurately and on time and on file for on-site inspections at all times.
- Must enforce safety and present safety meetings on a regular basis along with proper documentation to meet CDPHE requirements.
- Should be able to operate heavy equipment, including but not limited to loaders, scrapers, compactors, and bulldozers in all weather conditions.
- Must be able to adapt to all weather elements in a common sense manner.
- Will be in charge of overseeing maintenance and servicing of heavy equipment, fleet vehicles, shop and office buildings. Should have skills in welding and mechanics to oversee fleet operation and repair.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES, continued**

- Must be physically capable of operating passenger vehicles, equipment and light trucks safely.
- Will be responsible for keeping landfill clean and in order. Will make sure to keep entrance road and private land adjoining the landfill clean and free of litter at all times
- Will be in charge of overseeing water and gas monitoring to meet CDPHE requirements and annual summary reporting to the state.
- Must be able to educate the general public, employees and commercial haulers of all landfill rules and regulations on a regular basis or update if changes are presented in a timely manner.

## **REQUIRED PHYSICAL CAPABILITIES:**

Essential duties include heavy equipment operations and maintenance, frequent bending and stooping, frequent lifting and carrying equipment weighing up to 75 pounds, operating light and medium duty trucks. Physical activities required to perform essential duties include hearing conversation and traffic; speaking in an understandable voice; sufficient visual acuity to walk and drive in traffic; operating computers, bending, stooping, reaching and handling.

## **WORKING ENVIRONMENT:**

Approximately 30% of essential duties/activities for the position are performed outdoors and 10%-15% on foot. Approximately 70% of the essential duties/activities are performed in a heated shop or office environment for administration of the landfill.

## **MATERIAL AND EQUIPMENT USED:**

Power and manually-operated hand tools and equipment; Heavy equipment including but not limited to scrapers, bulldozers, compactors, and loaders; medium motor-driven equipment such as pickups, light dump trucks, water trucks.

## **SUPERVISORY RESPONSIBILITIES:**

Directly supervises 3 to 8 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in and out of the landfill environment associated with the landfill.

## **EDUCATION and/or EXPERIENCE:**

High School Diploma or GED and training in waste related courses. Three to six years related experience in solid waste or similar field.

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to present various aspects of the landfill to all cliental that will be using the landfill.

## **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Must be able to apply skills to prepare and present an annual budget in conjunction with the office manager to the board of directors.

## **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must have an ability to meet with the public to determine conclusions for the disposal of solid waste or special waste on many varied projects at the landfill.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Colorado Class C Driver's License required.
- MOLO (Manager of Landfill Operations) certification preferred