

JOB ANNOUNCEMENT

Coffee County Environmental Services has openings for the position:

Landfill Manager. Pay Range \$18.08 to \$23.71 per hour based on experience. B.S. in Environmental Science, Biology, Chemistry or other related field; knowledge and experience with computer systems including Microsoft Office products; Current Solid Waste Association of North America Manager of Landfill Operations (MOLO) Certification or the ability to obtain the certification within six months of employment, and a valid driver's license are required. Knowledge and experience with environmental compliance programs, solid waste management, and environmental testing protocols; and Alabama Department of Environmental Management MSW Landfill Operator Certification preferred.

Benefits include: paid vacation, sick leave, health insurance, holidays, and State retirement. Closing date: April 15th, 2016 Please apply at the Alabama Career Center, Enterprise, AL. Coffee County is an Equal Opportunity Employer.

JOB DESCRIPTION: COFFEE COUNTY SOLID WASTE DISPOSAL AUTHORITY & COFFEE COUNTY

IDENTIFICATION

Job Title: Landfill Manager
Department: Coffee County Environmental Services
Pay Grade: Grade 10 (FY 2016 Classification Plan)

RELATIONSHIPS

Reports to: Director of Coffee County Environmental Services
Direct Coordination Required: Coffee County Solid Waste Enforcement Officer, Environmental Technician, MRP Supervisor, TPC Manager, and Fleet Operations Supervisor
Subordinate Staff: 10 to 15 Employees
Other Internal Contacts: Elected Officials, County Department Heads and Employees
External Contacts: Various local, state and federal agencies, vendors, the general public, customers of the facility, and consulting engineers.

JOB SUMMARY

The principal function of an employee in this class is to manage and oversee the efficient and cost effective operation of a regional, EPA Sub-title D landfill while meeting or exceeding the requirements of all associated environmental permits and the environmental laws, rules, and standards of the State of Alabama and Federal Government. The work is performed under the supervision of the Director of Environmental Services, but the employee shall use their own independent judgment and initiative for day to day operational decisions. The nature of the work performed requires an employee in this class establish and maintain effective working relationships with other regulatory officials, County employees, vendors, and the general public. The principal duties of this class are performed in an office and outdoor environment.

JOB DOMAINS

- Monitors the operation of the landfill and prepares external and internal environmental compliance reports as required;
- Administers the landfill budget, reviews purchases specific to the landfill, tracks tonnage receipts and analyzes for trends, ensures expenditures remain within the approved annual budget;
- Prepares reports and summaries for the Director of Environmental Services and / or CCSWDA Board as directed;
- Coordinates with the Fleet Operations Supervisor for the scheduling of equipment and landfill gas collection system maintenance, tracks landfill maintenance trends, and develops a landfill equipment rotation plan;
- Coordinates with the Coffee County Maintenance Foreman for repair and replacements of infrastructure, recommends infrastructure additions and / or improvements;
- Coordinates with the Environmental Technician for all required testing and monitoring activities associated with the operation of the landfill and maintains the operating record in the landfill office;

- Prepares and assists in the administration of disposal agreements, tracks active disposal agreements, maintains contact with landfill customers, and recommends changes to disposal agreements;
- Coordinates for outside technical support functions, reviews environmental reports / test results provided by consultants, reviews designs prepared by consultants and contractors;
- Reviews and updates the landfill operations plan, landfill spill containment & control plan, Coffee County Solid Waste Management Plan, and other plans / procedures as required;
- Supervises, reviews & approves time sheets, participates in the hiring process, and administers disciplinary action for all assigned employees;
- In coordination with the Environmental Technician, assists in the management and oversight of the facility's Landfill Gas Collection and Control System in order to ensure the system is fully integrated into landfill operations planning and compliance functions;
- Assists the Environmental Technician in routine maintenance for the Landfill Gas Collection and Control System, to include maintaining system log books, well field tuning, trouble shooting of wells and the flare skid system, coordinating with outside vendors for scheduled and non-scheduled repairs, and coordination with consulting engineers as required or necessary;
- Actively investigates new technology, techniques and procedures which could potentially assist in maintaining environmental compliance and / or provide an economic benefit to Coffee County;
- Serves as the facility point of contact with the Alabama Department of Environmental Management;
- Participates in the budget development process by assisting the Director of Environmental Services in the development of cost estimates and the development of budget presentations as required and directed;
- Communicates with various entities as required through the use of email, telephone, public speaking engagements, formal presentations, and formal letters, develops and delivers electronic presentations as directed and required, conducts facility tours as directed and required;
- Participates in various professional organizations and associations, travels to training courses or training locations as directed and required, and obtains and maintains certification(s) as required.

JOB SPECIFICATIONS (QUALIFICATIONS)

- Knowledge of and experience with environmental compliance in a heavy industrial and/or governmental environment;
- Experience and knowledge of budgetary functions and procedures;
- Experience dealing with the general public and governmental entities;
- Ability to operate computer systems, develop various reports and documents in an electronic format;
- Ability to manage or oversee multiple tasks simultaneously;
- Ability to communicate effectively, whether written or oral;
- Ability to understand, interpret, and follow oral and/or written policies, procedures, and instructions.

REQUIREMENTS

- Bachelor's of Science in Environmental Science, Biology, Chemistry, or other related field.
- Current Alabama Department of Environmental Management Landfill Operator Certification or the ability to obtain the certification;
- Current Solid Waste Association of North America Manager of Landfill Operator (MOLO) Certification or the ability to obtain the certification;
- Valid driver's License.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some of the incumbents may perform some duties which are not listed and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.