

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SANITARY LANDFILL SUPERVISOR **GRADE:** 17

TITLE ABBREVIATION: SAN LAND SUPV **TITLE NO.:** 6569

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS **DIVISION:** LANDFILL

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER-DIRECTOR ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: The work involves utilization of manpower, equipment and material in such manner as to ensure the efficient and economical operation of the Sanitary Landfill and associated transfer stations. Work is performed under the supervision of the Deputy Commissioner of Public Works, in accordance with established policies, permitting considerable latitude in planning and carrying out the details of the work. Incumbent must be available for duty seven days a week and will be on call while away from post. Supervision is exercised over all personnel assigned to the landfill and transfer stations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and manages landfill facilities and transfer stations;
2. Ensures operations are in compliance with the rules and regulations of the New York State Department of Environmental Conservation;
3. Plans and schedules the utilization of equipment, men and materials;
4. Assists the Engineering Division in preparing plans, computations, specifications, estimates, and in supervision of construction or renovation of facilities at the landfill site and transfer stations;
5. Supervises the preparation of requisitions, billing, issuing of permits and control of stock inventory; confers with contractual companies as needed to solve billing problems;
6. Develops cost analysis for the operation; projects expenditures and prepares budget requests;
7. Confers with NYS Department of Environmental Conservations during inspections to ensure facility is operating within established rules and regulations;
8. Supervises monitoring of ground water purity;
9. Maintains activity reports;

10. Operates heavy motor equipment as needed;
11. Ensures that safety precautions for employees and users are exercised and adhered to;
12. Prepares appropriate specifications for all equipment purchases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern solid waste disposal principles and techniques; thorough knowledge of the operation of various heavy motor equipment such as landfill compactor, front-end loader, bulldozer, grader, tractor trailer; good knowledge of operation of Transfer Station and Weigh Station, including billing and recording procedures; ability to read and understand blueprints and plans related to construction of facilities required for landfill operation; ability to plan, organize and supervise the work of others and to evaluate their performance; ability to compile and prepare activity reports; ability to communicate; initiative and dependability; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Civil, Mechanical, Sanitary or Environmental Engineering and three (3) years of experience in solid waste or construction work including operation of heavy equipment, one (1) year of which shall have been in a supervisory capacity; OR
- (B) Graduation from a senior high school and seven (7) years of experience in responsible solid waste or construction work experience including the operation of heavy equipment, three (3) years of which shall have been in a supervisory capacity; OR
- (C) An equivalent combination of experience and training as described in (A) and (B) above.

REVISED: 9/16/76

REVISED: 10/5/89

REVISED: 6/18/90kmg