

SANITARY LANDFILL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing and participating in the daily operations of Cattaraugus County's sanitary landfill and maintaining its compliance with New York State Department of Environmental Conservation regulations. Duties are performed under the general supervision of the Deputy Commissioner of the Department of Public Works-Refuse with allowance made for the use of independent judgement in carrying out the details of the work. Direct supervision is exercised over the work of subordinate landfill and transfer station employees. A Sanitary Landfill Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the inspection of permits to ensure that only non-hazardous solid wastes are received for burial in the landfill;
- Ensures minimum cover requirements are maintained;
- Provides for the confinement of blowing papers and litter to the landfill operating area;
- Maintains surveying benchmark and grades within the facility;
- Obtains periodic samples from ground water monitoring wells;
- Directs the construction and maintenance of roads in landfill;
- Oversees the scheduling and performance of maintenance on landfill motor equipment and buildings;
- Maintains landfill operational records of solid waste tonnage, equipment maintenance, cover material used, and employee schedules;
- Supervises the salvage of recyclable materials;
- Oversees the training of employees in the safe and efficient methods of operating equipment;
- Communicates with the NYS Department of Environmental Conservation and authorized local officials during on-site inspections;
- Compiles data for periodic reports to the Department of Environmental Conservation and County Legislature;
- May perform the duties of subordinates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of operating sanitary landfills and refuse transfer stations; good knowledge of federal EPA, State DEC, and local regulations governing sanitary landfills; good knowledge of the safe and efficient operation of road construction equipment and heavy trucks; mechanical aptitude; manual dexterity; skill in the use of survey instruments; ability to interpret plans, charts, and drawings; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to maintain records; courtesy to the public; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

- A) Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in Civil Engineering;

OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Construction, Civil, or Engineering Technology and two years of

experience performing field engineering in the operation of a sanitary landfill, road construction, or public works projects;

OR

- C) Graduation from a regionally accredited or New York State registered college or institute with a diploma in Basic Engineering Science, Building Estimating and Construction Science, or Civil Engineering Science and three years of experience as described in (B);

OR

- D) Four years of experience as described in (B).

NOTE: Experience as defined in (B) must have included the operation of survey instruments and the making of survey computations using engineering tables and formulas.

SPECIAL REQUIREMENT: Pursuant to DEC regulation Part 360.7, an individual appointed to this position may be required to successfully complete an approved course of instruction in solid waste management procedures within 12 months from the date of their appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Reviewed: 2/13/85