

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Solid Waste Facility Superintendent

Department: Transfer Station

Appointing Authority: DPW Director

Affiliation: AFSCME

Grade: G-6

Personnel Board Approved: 5/18/99

Personnel Board Revised: 2/4/04 **

Summary of Duties

Skilled technical, administrative and supervisory work in planning, managing, and overseeing the efficient operations of the solid waste landfill facility and recycling center; all other work as required.

Supervision Received

Works under the general direction of the DPW Director.

Performs highly responsible professional management and technical functions requiring the exercise of independent initiative and judgment in planning for and managing the activities of the Solid Waste Facility.

Supervision Exercised

Directly supervises one (1) full-time employees, one (1) part-time employee and various seasonal employees. May occasionally direct work performed by contracted personnel.

Job Environment

Work is generally performed under shop and field conditions, with some exposure to variable weather conditions and occupational risks from toxic or caustic chemicals, fumes, gasses, or airborne particles, heavy equipment and moving mechanical parts.

Operates equipment related to the operation of a solid waste facility and a recycling center, including trucks in excess of 26,001 pounds, light trucks, various heavy

equipment, pneumatic tools, power tools, and hand tools. Operates standard office equipment, including a computer and keyboard.

Has frequent contact with other Town departments and employees, especially Highway, Parks, Schools and Conservation; State and federal agencies; laboratory personnel; consultants; vendors and the general public.

Errors could result in confusion and delay, failure to comply with regulations, poor public relations, monetary loss, damage to equipment and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Is directly responsible for the monitoring and daily operations of the solid waste landfill and recycling center; plans, coordinates and administers the full range of activities of the facility including, but not limited to, daily supervision of personnel, overseeing maintenance, repair and upkeep to the facility and its grounds, short and long-term planning, purchasing and billing, payrolls, budgets, and capital improvements; prepares budget for DPW Director and Town Administrator review.

Oversees maintenance of all equipment, buildings, grounds, and monitors all vehicle traffic.

Obtains all proper permits for the landfill; collects all funds from the sale of landfill stickers and keeps and maintains all pertinent records; ensures that the facility and its operations are in full compliance with the rules and regulations of the appropriate state and federal agencies; handles all contact with State and federal officials regarding landfill and recycling operations; prepares all reports for state and federal agencies pertaining to landfill requirements.

Monitors the work of contractors and consultants; assists in the preparation of bid specifications and contract documents and recommends parts and supplies.

Investigates and recommends new techniques relating to disposal of solid waste and recycling; investigates new recycling markets in order to maximize revenues and/or reduce expenses for the Town.

Through daily contact with the public, schools, and organizations, promotes recycling and provides education relative to the operations and achievements of the solid waste facility and recycling center. Conducts spot marketing of recyclables.

Is responsible for administering all applicable state laws and statutes, Town by-laws, codes and programs.

Supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town by-laws, policies, procedures and applicable collective bargaining agreements.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in business, environmental science, civil engineering, or a related field of endeavor.

Experience:

Over four (4) years of experience operating a municipal solid waste facility with an on-site recycling center.

Substitutions:

An additional four (4) years of related experience may be substituted for the degree requirement.

Licenses/Certificates:

Possession of a valid commercial driver's license (CDL) preferred.

Possession of a valid 2A hoisting preferred license.

Knowledge, Abilities and Skills:

Knowledge of local, state, and federal laws and regulations governing solid waste facilities and landfill requirements.

Thorough knowledge of the principles and practices of solid waste treatment and disposal of large scale municipal recycling.

Thorough knowledge of the materials and techniques required for the maintenance and repair of solid waste facilities and recycling plants.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Ability to maintain detailed, complete and accurate records.

Excellent communication skills; ability to communicate effectively, both orally and in writing.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to maintain the confidentiality of information.

Ability to supervise, motivate and direct staff.

Ability to operate or obtain a license to operate a commercial vehicle.

Ability to operate or obtain a license to operate hoisting equipment.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Strong interpersonal, organizational, management and budgetary skills.

Skill in the operation of all required tools and equipment.

Ability to develop effective working relationships with colleagues and the general public.

Strong maintenance and repair skills.

Physical Requirements

Frequent moderate physical effort required to perform duties under shop and field and variable weather conditions, with some exposure to occupational risks including toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, and heavy equipment operations. Frequently required to stoop, bend, and reach. Ability to perform strenuous physical duties under adverse weather conditions and frequently lift up to 60 pounds and occasionally more than 100 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**** This job description was reviewed and revised on 2/4/04 for all the aforementioned components with the exception of Physical Requirements. Physical Requirements will be revised under a separate review.**