City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Landfill Operations Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LOSP</td>
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<tr>
<td>Pay Grade:</td>
<td>NU20</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>12/15/2020</td>
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**General Summary:** This position is responsible for overseeing day-to-day compliance, operations, maintenance, and repair activities to insure the Landfill is operating properly.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees daily operations of the landfill, including landfill disposal, landfill gas collection and management, leachate and stormwater monitoring and compliance.
- Supervises and/or conducts the appropriate sampling for compliance with permits, regulations, and quality control to follow all federal, state, and local regulations, rules, and laws.
- Works with the Superintendent to oversee planning and construction of landfill capital projects.
- Designs, plans, and manages facilities safety program.
- Assists in the development and implementation of Solid Waste budget, rates, plans, policies, ordinances, and other such activities.
- Assists in selection and purchase of landfill materials, equipment, controls and maintains inventory associated with landfill operations and maintenance.
- Works through the Landfill Chief to supervise landfill and yard waste personnel in daily Landfill Operations Division.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in Civil, Environmental, Mining, or Geological Engineering; or High school diploma and five years’ experience in supervision and/or management of solid waste, quarry, site works excavation, and mining operations, or similar facilities.

**Certificates, Licenses, Registrations:**

Must obtain and possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must obtain a Solid Waste Associate of North America (SWANA) Manager of Landfill Operations within two years of hire.

**Working Conditions:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; explosives and vibration. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.