

## **Brooks County Landfill Supervisor**

The position manages all aspects of the Landfill operations for Brooks County. Management duties include budget development and administration, staff management, and responsibility for daily landfill operations.

Responsible for the daily operations of the Landfill including equipment operations and maintenance, department employees and the operation of the facility in compliance with the Texas Commission on Environmental Quality operating permits.

- Landfill operations include providing outstanding customer service, grading, waste placement, cover and compaction operations, litter control, maintenance and repair of facilities and equipment, gate/scale house operations, and all permit-required documentation and other related waste disposal and management activities.
- Responsible for the daily and long-range supervision of plans coordinated through the County Judge. Ensures compliance with current budget and with state and federal mandates.
- Researches state and federal regulations in relation to operations. Determines impacts of new or modified regulations or state policies and develops or assists in modifying operations or facilities to comply with these regulations.
- Attends annual training sessions to improve knowledge of state and federal landfill regulations, solid waste facility management techniques and to maintain licensure.
- Maintains monthly financial records. Assures Landfill operations are completed in accordance with the approved budgets, plans and permits.
- Evaluates data, plans, trends and issues concerning waste disposal and the operation of the Landfill.
- Considerable knowledge of federal, State and local solid waste regulations.
- Must be able to prepare and manage the departmental budget, capital improvement projects and equipment replacement plans
- Investigates complaints, notices and inquiries in cooperation with other County/State officials.
- Responsible for cash and other payments paid at the Landfill and implementing Brooks County financial being deposited with the City Finance Office on a daily basis.
- Assures staff is properly trained to ensure daily operations comply with permits and City policies and procedures.
- Operates equipment/vehicles safely and for intended purpose, oversees preventative and routine maintenance on all equipment, and provides training on equipment use and daily operations to employees as needed.
- Oversees refuse being received; ensures proper handling by employees, supervises and monitors all required testing, and obtains required disposal authorizations for special wastes as necessary.
- Performs other duties at the Landfill as needed.

**The minimum qualifications for this position are:**• High school diploma or GED and five (5) years of direct solid waste management experience; Or Associates degree, or higher, in engineering, environmental science or business, with one year of supervisory or lead work and experience in solid waste management.

Five (5) years of heavy equipment operation and maintenance experience.

- Supervisory, management and budgetary experience.
- Class A Municipal Solid Waste Operator License from the Texas Commission on Environmental Quality (TCEQ) or ability to obtain licensure within six (6) month probationary period.
- Valid driver's license.
- Proficiency with Microsoft Office Suite.

The ideal candidate will possess effective oral, written and interpersonal communication skills.