**Employment Opportunity: Landfill Supervisor**

**Posting Type:** Open Announcement

**Closing Date:** Open until filled

**Starting Wage:** $40,000 plus depending on experience and qualifications

**Application Procedures:** Please submit an application or Resume to:

Walworth County Auditor / 4304 4th Ave, PO Box 199, Selby SD 57472

**Position Objective**

The Landfill Supervisor performs professional and administrative supervision and technical duties in directing the operations of the County Landfill. The incumbent provides leadership to establish and achieve effective and strategic vision for the Landfill Department.

This is an appointive position; the incumbent serves at the pleasure of the Board of County Commissioners.

**Essential Functions** – Responsibilities include ensuring operation of Walworth County’s permitted RCRA Subtitle D sanitary landfill facility in accordance with State and Federal regulations; overseeing Walworth County’s recycling and waste diversion program; supervising equipment operators, scale operators, and site laborers; preparing and monitoring budgets; keeping detailed account of all records and books using computerized scale management, accounting, and spreadsheet programs; managing, developing and implementing county and department policies/procedures.

* Actively involved in all personnel decisions including but not limited to; hiring, performance evaluations, disciplinary action, workload requirements, maintaining employee morale, and promoting workplace safety.
* Contract negotiation and administration; review of engineering plans and specifications.
* Develop bid documents, cooperative agreements, and other transactions with other agencies and units of government, private businesses, subcontractors and project consultants.
* Ensure compliance with general policy established by the Walworth County Board of Commissioners and the rules and regulations of the SD Department of Environment and Natural Resources and U.S. Environmental Protection Agency.
* Instruct and train personnel concerning proper landfill operations methodology.
* Oversee the maintenance and repair of all landfill equipment and facilities.
* Purchase necessary supplies and tools; track and monitor associated inventory.
* Provide exceptional customer service and maintain positive public relations.
* Operate truck scale and heavy equipment such as bulldozer, wheel loader, landfill compactor, scraper, and motor grader as needed to fill in for or assist subordinates.
* Must obtain Manager of Landfill Operations (MOLO) certification within one year of hire.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

**Experience and/or Education –** Bachelor’s degree in Environmental Science/Engineering, Public Administration or a directly related field, and at least three years of experience in solid waste management or local government administration or, in lieu of degree, at least six years of supervisory experience in solid waste management or local government administration. *Any combination of experience and education acceptable to the hiring authority may be considered.*