

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Landfill, Recycling	DEPARTMENT NUMBER	840, 543
REPORTS TO (TITLE)	Director of Community Services	JOB FAMILY	Community Development
PAY GRADE	10	DATE OF LAST REVIEW	November 2024

NATURE OF WORK
<p>The fourth level of the Solid Waste (Landfill &amp; Recycling) series oversees the day-to-day operations of the Ottumwa/Wapello County Landfill and Recycling Center. Operating with autonomy, the Solid Waste Superintendent collaborates with the Director of Community Development, provides necessary reports, and manages the operations of the Landfill and Recycling Center. With a thorough understanding of local, state, and federal regulations, this role supervises the workforce, ensuring the facilities meets all requirements, regulations, codes and/or standards. Educates the public about the recycling and landfill programs, their rules and procedures; handles customer complaints. Coordinates activities between recycling brokers, truckers, vendors and employees. Administers and directs the Household Hazardous Waste program.</p> <p>The Superintendent responds to emergencies at the Landfill and/or Recycling Center when needed, which may include nights and weekend availability.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Supervises staff by prioritizing and assigning work to ensure day-to-day operations and activities are carried out according to Federal, State and local requirements, regulations, codes and/or standards. Complies with all Department of Natural Resources regulations.
2.	Maintains records, logs and other written documentation and generating reports regarding landfill and recycling operations to departments and agencies. Ensures compliance with Solid Waste rules and regulations. Monitors for contamination. Contacts residents/businesses with concerns and facilitate diversion of material from the landfill into recycling.
3.	Reviews and evaluates on-going projects and programs; implements changes in procedures and/or plans to meet current situations.
4.	Assists the Director of Community Development in preparing the Landfill and Recycling Center budgets.
5.	Conducts performance evaluations and training of personnel to ensure compliance with policies and procedures and a healthy and safe work environment. Reviews and submits timesheets to payroll. Makes hiring, termination, and disciplinary recommendations.
6.	Responsible for keeping litter and trash picked up along roads leading to the landfill, around the landfill site and around neighboring properties
7.	Acts as liaison to the state and local solid waste authorities to keep current on new technologies, recycling programs and grant opportunities.

**DUTIES / RESPONSIBILITIES** *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

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| 8. | Develops the marketing plan of recyclables to locate and acquire recyclables for the recycling plant. Arranges and prepares the recycling advertisement. |
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**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**SUPERVISORY RESPONSIBILITIES**

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees in the Landfill and Recycling Center Department

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or equivalent diploma (G.E.D.)

AND

Two (2) years of supervisory experience is required.

Experience with government regulations and reporting is preferred.

A Bachelor's degree in Environmental Sciences, Engineering or closely related field preferred.

**LICENSING / SPECIAL REQUIREMENTS**

Valid driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Landfill Operators Certification that meets the DNR requirements

- Required within one year of appointment

**SKILL / ABILITIES REQUIREMENTS**

- Ability to operate tools and equipment used at the landfill
- Reading comprehension skills to understand environmental regulations, requirements, codes and/or standards.
- Communication skills to clearly communicate with subordinates, Landfill and Recycling Center customers, the public and elected officials.
- Customer Service skill to handle difficult customer service situations and to resolve workplace conflicts
- Prioritizes and assigns work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, handling, grasping, feeling, talking, hearing and seeing. Ability to operate tools and equipment used at the landfill / recycling center.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.
- Ability to maintain balance walking across uneven terrain.

**CLASSIFICATION HISTORY**

DATE	COMMENT
November 2024	Created by ZS

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.