

**JOB POSTING**

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE OF POSTING: June 30, 2022

CLOSING DATE: Open until filled

ANYONE WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION TO **HUMAN RESOURCES.**

**FIRST CONSIDERATION WILL BE GIVEN TO REGULAR "FULL-TIME" OR REGULAR "PART-TIME" EMPLOYEES CURRENTLY WORKING FOR ASOTIN COUNTY.**

POSITION TITLE: Solid Waste Supervisor  
DEPARTMENT: Public Works  
REPORTS TO: Public Works Director/County Engineer  
RATE OF PAY: \$66,970.55 to \$77,833.88/year DOQ (Position is "at will" and FLSA exempt)

SUMMARY: Performs responsible supervisory and administrative work planning, scheduling, evaluating, and supervising the operations of all County sanitary and inert landfill operations, as well as household hazardous waste and recycling operations. Duties are varied and require considerable knowledge of the functions and equipment common to landfills and household hazardous waste facilities. Considerable knowledge is also required of all federal, state, and local laws concerning the handling and disposal of all types of waste. Work is normally performed in an office setting within the framework of the State of Washington Department of Ecology (DOE) Regulations relating to Minimum Functional Standards for Solid Waste Handling.

DUTIES AND RESPONSIBILITIES: See attached job description

In compliance with the Immigration Reform and Control Act of 1986, Asotin County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
DRUG FREE WORK PLACE  
AMERICANS WITH DISABILITIES ACT  
Persons requiring accommodation should advise us of that need.**

**An Asotin County Job Application is Required**

## ASOTIN COUNTY JOB DESCRIPTION

**POSITION TITLE:** Solid Waste Supervisor

**REPORTS TO:** Public Works Director/County Engineer

**SUMMARY:** Performs responsible supervisory and administrative work planning, scheduling, evaluating, and supervising the operations of all County sanitary and inert landfill operations, as well as household hazardous waste and recycling operations. Duties are varied and require considerable knowledge of the functions and equipment common to landfills and household hazardous waste facilities. Considerable knowledge is also required of all federal, state, and local laws concerning the handling and disposal of all types of waste. Work is normally performed in an office setting within the framework of the State of Washington Department of Ecology (DOE) Regulations relating to Minimum Functional Standards for Solid Waste Handling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Include the following.*

- Directs employees during operation of all landfill facilities and structures, including landfilling, recycling, and moderate-risk waste.
- Plans, organizes, schedules, assigns and reviews the work of sanitary and inert landfill operations.
- Coordinates activities with contractors, engineering services, and service support organizations.
- Directs individuals and is responsible for revenues collected at entrance and must comply with established accounting directives.
- Directs individuals and is responsible for setting up accounts, and resolving customer and accounting problems.
- Responsible for hiring, training, and evaluating all staff in all programs.
- Prepares rough drafts for bid documents and assists with equipment procurement and contract compliance.
- Supervises the work at the sanitary and inert landfills to ensure compliance with Washington State and local laws and engineering requirements.
- Organizes Solid Waste Advisory Committee activities/meetings and attends staff and personnel meetings as required.
- Develops annual budget estimates and assists with the overall solid waste budgetary process.
- Directly responsible for preparation and monitoring all grant contracts.
- Responsible for operation, disposal, and manifesting of all waste materials received at the Household Hazardous Waste Facility.
- Responsible for the operation and handling of the County's waste reduction programs (recycling).
- Responsible for all field and office work, as directed by the Public Works Director/County Engineer, related to groundwater and landfill gas monitoring. Tasks include field acquisition of samples, reduction of laboratory data, and preparation of applicable reports.

**SELECTION CRITERIA:**

Knowledge

- Knowledge of current solid waste disposal principles, methods, techniques, and related environmental concepts.
- Knowledge of modern supervisory and administrative principles and practices.
- Knowledge of current trends, literature, and developments in the field of solid and hazardous waste.
- Knowledge of engineering and scientific principles involved in the operation and monitoring of sanitary and inert landfills.
- Knowledge of general office practices, procedures, and related activities.

- Knowledge of occupational hazards and safety precautions associated with solid and hazardous waste activities.
- Knowledge of budgetary and cost accounting principles and practices.
- Knowledge of basic equipment common to sanitary landfills; dozers, compactors, front loaders, water trucks, computerized weighing systems, dump trucks, air compressors, water sampling equipment, gas-testing equipment, and flare station.
- Knowledge of waste reduction and recycling.

#### Ability

- Ability to plan, organize and coordinate the work activities of a group of subordinates.
- Ability to accomplish all work according to accepted standards, within an established budget, and on a schedule basis.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and other department officials, and to deal tactfully and courteously with the public.
- Ability to communicate effectively orally and in writing.
- Ability to analyze and compile chemical and statistical data regarding solid and hazardous waste, including groundwater data, landfill gas data, and waste reduction efforts for long-range planning.
- Ability to lab-pak and manifest all forms of household hazardous waste.

#### Physical Requirements

- Ability to wear a respirator for extended periods of time when handling hazardous waste.
- Ability to get in and out of trucks to handle, move, carry, and operate water and gas monitoring equipment.
- Ability to pick up, carry and dispose of large bags or containers of hazardous waste while wearing Level C protective clothing.
- Ability to handle and carry up to 50 pounds, of material for bulking and disposing of hazardous waste.
- Enough tolerance to work under adverse conditions such as putrid material, weather conditions, and a toxic or explosive environment.
- Ability to access, input, and retrieve information from computer equipment.

#### **EXPERIENCE, EDUCATION, AND TRAINING:**

Graduation from an accredited college or university with a bachelor's degree in a related field

AND

Two years of progressively responsible supervisory or administrative work experience

OR

Substituting on a month-for-month basis any experience, education, or training which would provide the level of knowledge and ability required.

#### **MANDATORY QUALIFICATIONS:**

- Possession of, or ability to obtain, a valid driver's license.
- SWANA Certified as Manager of Landfill Operations as required by State Law, or certified as a Technical Associate and ability to obtain Manager Certification within 1 year of assignment.
- Possession of, or ability to obtain within six months, a 24-hour safety training certificate for the handling of household hazardous waste.
- Possession of, or ability to obtain within six months, Hazardous waste certification to meet Washington State Regulations