



Solid Waste Operations Supervisor

\$44.17-\$53.91 Hourly*

Deadline: Opened Until Filled

DISTINGUISHING CHARACTERISTICS:

The **Solid Waste Operations Supervisor** is a supervisory level class responsible for the day-to-day operation of the District's active and closed landfills, related on-going environmental compliance activities, and equipment and facilities maintenance. This classification is distinguished from the next higher classification of Solid Waste Operations Superintendent by the latter's overall responsibility for management of site operations and activities.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following examples.

- Supervises, schedules, and evaluates operations and/or maintenance activities through subordinate staff.
- Plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for the day-to-day operation of the District's landfill; maintains related equipment, facilities and grounds.
- Assigns work to assigned solid waste operations and maintenance staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with environmental protection, public health and other operational mandates and requirements.
- Participates in the development of solid waste operational policies and procedures; recommends programs, projects, operational changes and work assignments to the Solid Waste Operations Superintendent to improve operational efficiency and/or effectiveness, to meet regulatory changes or to utilize technological advancements.
- Develops and implements special projects, operational changes and new programs; meets regulatory changes and utilizes related technological advancements.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets, compliance reports, work orders; prepares statistical and operational reports as necessary.
- Participates in the selection and training of solid waste operations personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; participates in disciplinary procedures as is appropriate.
- Develops and implements plans for short to mid-term refuse fill plans, access roads, and drainage features in the landfill and surround facility.
- Participates in long term landfill development plans to minimize impacts to active landfill operations and avoid potential operational problems within future landfill cells.
- Reviews and evaluates operational logs to evaluate facility, equipment, employee efficiency, effectiveness and compliance with solid waste regulations; provides technical oversight for operations and conducts training in technological and regulatory changes; troubleshoots operational problems and directs corrective action.
- Coordinates work efforts between solid waste and other entities to ensure operational needs are met; assists in the coordination with representatives of other District staff to provide technical advice on operations matters.

- Oversees the implementation and evaluates the work of assigned staff, including contract laborer to ensure compliance with plans as necessary.
- Implements landfill construction related activities including maintaining roads and grades, air space utilization (AUF), etc.
- Represents the District with regulatory agency personnel, participates in facility inspections, and undertakes necessary corrective actions relating to landfill operations.
- Conducts safety tailgate training sessions and participates in the selection of training and informational topics.
- Implements and ensures safe work practices and policies appropriate for department operations; provides for safety training and required reporting. Is a permanent member of and attends Safety Committee meetings.
- Perform related duties and responsibilities, as assigned.

QUALIFICATIONS

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of progressively responsible experience in solid waste operations and regulatory compliance.

Two (2) years of lead or supervisory level experience.

Education/License/Certificate:

A high school diploma or equivalent.

Possession of, or ability to obtain, a valid Class C California driver's license and a driving record acceptable for insurability.

Solid Waste of North America (SWANA) Manager of Landfill Operations (MOLO) certification desired.

Depending on assignment, a valid Class B driver's license may be required.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA necessary to perform the essential duties of the position.

Knowledge of:

- Principles and practices of assigned solid waste operations.
- Federal, state and local laws, codes and regulations regarding environmental protection, public health and other mandates for landfill operation and maintenance of closed sites.
- Principles, practices and regulations dealing with safe working conditions at solid waste facilities.
- Principles and practices of supervision, training and performance management.
- Heavy equipment operations and utilization.
- Methods and techniques for program planning, evaluating, implementation and operations.
- Environmental, public health and operational restriction reporting requirements.
- Safe work practices and requirements for landfill operations.
- Equipment maintenance and inspection program requirements and practices.
- Inter-agency coordination practices.

Ability to:

- Plan, organize, train and supervise the work of others in assigned landfill operations and equipment and facilities maintenance.

- Ensure compliance with environmental protection, public health and other laws, regulations, mandates and professional practices governing solid waste services and operations.
- Ensure mandated quality and safety standards are obtained.
- Assist in monitoring and evaluating operational and administrative problems.
- Read, interpret and work from blueprints, maps, drawings, sketches, specifications and other technical documents.
- Supervise facilities maintenance and repair activities.
- Troubleshoot equipment difficulties and direct corrective action.
- Secure and maintain cooperative working relationships with operations staff and customers.
- Communicate effectively both orally and in writing.
- Understand program objectives in relation to solid waste operations goals and procedures.
- Maintain accurate records and document actions taken; organize and prioritize work assignments; make routine arithmetical calculations

Compensation and Benefits: The Ventura Regional Sanitation District offers employees an array of benefits including:

- **Cafeteria Plan:** Non re-presented employees receive up to \$1,192 in monthly contribution for medical, dental, and vision insurance coverage, with up to \$528 eligible for receipt as cash-in lieu for unspent employer contributions.
- **Annual Leave:** Employees receive a comprehensive annual leave. Initial accrual rates start at 175.5 hours per year for Non-Represented employees.
- **Holidays:** 8 Holidays, 4 Floating Holidays, and 2 hours on New Year's Eve.
- **Life Insurance:** \$10,000 Term life
- **457/Roth 457 Deferred Compensation Plan:** Plan options available for Voluntary Benefits.
- **Disability Insurance:** Options for Long Term Disability Insurance
- **Flexible Spending Plan:** Options include-Health Insurance for Pretax Premiums, Medical/Dependent Care Spending, Life/Accident Insurance for employee and family
- **Textbook & Tuition:** The District provides up to \$5,250 per year.
- **Retirement:** Provided by Ventura County Employees' Retirement Association (VCERA), which offers reciprocity with CalPERS and some other public retirement systems.
- **Social Security;** Both VRSD and employees contribute to Social Security.



To be considered, please submit an application and resume through our website at www.vrsd.com . If you have any questions, contact Mayra Rodriguez at (805)658-4638, mayrarodriguez@vrsd.com.