



Position Title: Landfill Supervisor

Reports To: Landfill Manager

FLSA: Exempt

General Summary:

The Landfill Supervisor monitors and supervises all day to day operations of Ash Placement, Ground Maintenance, Flare Operation, and Site Conditions. Supervises all Landfill personnel and provides back-up coverage when needed.

Essential Job Functions:

- Supervises all landfill operations and staff.
- Works with Landfill Manager on site projects, coordinates and schedules staff for project work.
- Maintains a safe work environment for employees, vendors and contractors.
- Acts as liaison with outside contractors on pricing and job specifications, and schedules work to be performed.
- Locates and coordinates with suppliers and obtains bid prices for materials and components for general maintenance and in house construction projects.
- Provides oversight for gas well maintenance. Prepares necessary spreadsheets and documentation of gas flows and maintenance.

Other Duties and Responsibilities:

- Assists Landfill Manager with preparation of annual landfill budget based on cost projections, new projects and estimated operating costs.
- Other duties as assigned.

Skills/Experience/Training Required:

Duties require knowledge of waste disposal and waste-to-energy fields. Experience in earthwork construction and the utilization of earthmoving equipment. An Associates or Bachelors Degree in construction management, environmental studies, or related field is required. 1 - 3 years of experience in landfill operation or site and highway construction is required or comparable combination of education and experience.

- Prior experience in the waste disposal, earth moving and site construction field is very desirable
- SWANA certification must be obtained within 1 year of employment.

Continued...

Skills/Experience/Training Required (continued):

- Landfill Gas System Operating and Maintenance certification and/or Manager of Landfill Operations (MOLO) Certified
- Experience in survey layout of structures and grades, ability to read blueprints and survey documents
- Knowledge and experience with erosion control practices and devices
- Analytical thinker who can multi-task, is a self-starter and is very organized
- Proven leader, motivator, and clear communicator
- Solid knowledge of Microsoft Office Suite products, especially Excel
- Good verbal and written communication skills
- Valid State of Maine driver's license and current insurance, must be insurable under company policy

Supervisory Responsibility:

- Responsible for interviewing, selecting and ensuring training and development needs are met for staff members, laborers, and vendors associated with project work
- Provides Annual Performance Evaluation and feedback to team members, utilizes coaching and counseling techniques, as well as progressive discipline for performance deficiencies.
- Scheduling responsibilities for staff, laborers and vendors related to project work

Working Conditions/Physical Demands:

- Please see the **ecomaine** Return to Work Policy

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, ecomaine reserves the right to modify, add or remove duties and assign other duties as necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. ecomaine is an equal opportunity employer.