

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           SOLID WASTE/LANDFILL DIRECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this job is to provide efficient solid waste collection, waste reduction, disposal services, and all operations of the landfill for all citizens of Rutherford County. Duties and responsibilities include developing, implementing and directing the management of multipurpose facilities, ensuring compliance with regulatory guidelines, implementing and maintaining stormwater management and erosion control measures, maintaining groundwater assessment/monitoring program, maintaining state regulated tire collection/storage/transfer facility, coordinating outside contractors, personnel and equipment, coordinating convenience center operations, coordinating solid waste collection and disposal, coordinating special waste and recycling programs, monitoring construction projects, supervising assigned employees, developing budget and monitoring expenditures, preparing reports/correspondence, and performing other duties as assigned. This position ensures compliance with state regulations, guidelines and safety procedures and maintains contact with regulatory agencies to promote and maintain an integrated County-wide solid waste program to ensure the health, safety and well-being of the public without compromising the quality of the environment. Reports to County Mayor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Conducts interviews and makes hiring recommendations.

Maintain an integrated county wide solid waste program which addresses the quality of the environment and promotes the health, safety, and well-being of the public as it pertains to solid waste disposal.

Directs daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, provides technical expertise, conducts staff training, and approves/processes timesheets.

Ensures department compliance with requirements of EPA, NPDES, TDEC, state/federal regulations, and all other applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Maintain standards of compliance as set forth by federal/state environmental regulations and conservation regulations governing operation of a Class I, Class III and Class IV landfill, tire collection/storage facility, and storm-water management program.

Maintains approved final contours and drainage system of landfill site; maintains overall site conditions to prevent environmental impacts, which may include straw blankets, sediment fencing, groundwater contamination, erosion, or sediment disposition; ensures healthy vegetative cover and erosion control BMPs/GMPs.

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Consults with County Mayor and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares/presents monthly reports to Public Works Committee; submits required reports to applicable regulatory agencies within designated timeframes.

Coordinates implementation of stormwater management and erosion control technologies; oversees continued remediation and erosion control of landfill footprint; oversees application of stormwater management principles as needed to prevent severe erosive conditions.

Directs department activities with those of other departments, state environmental regulators, outside agencies, or others as needed; assists other departments with solid waste requests as appropriate.

Directs and supervises operations and activities involving convenience center operations; oversees solid waste collection services and directs drivers in picking up filled waste containers at convenience centers and county/city schools/offices; coordinates special waste and recycling programs; monitors status of construction projects.

Visits sites within the county to direct on-going site maintenance, ensure the area is environmentally safe, and handle any pertinent issues.

Provides on-call management service and solutions seven days a week for ten hour shifts.

Prepares grant applications and related reports to obtain grant funding from the state or other sources.

Develops and directs fleet management for collection vehicles, develops and evaluates pre/post route-vehicle condition reports for weekly routes, and upholds a preventative maintenance program.

Monitors and maintains post-closure requirements pertaining to groundwater, methane disposal, and leachate collection system in compliance with Tennessee Department of Environment & Conservation (TDEC); coordinates with TDEC regarding closure/monitoring program; maintains and monitors methane gas collection and control system; maintains/monitors leachate collection, removal, and quantification; maintains and monitors groundwater assessment/monitoring system; analyzes laboratory results of groundwater assessment/monitoring program and methane gas dissipation processes; coordinates quality assurance and quality control of post-closure activities; conducts field inspections as needed.

Performs project management; develops project designs, sketches, graphs and drawings; schedules, coordinates, and oversees construction activities; coordinates and supervises daily activities of outside contractors and subcontractors; coordinates heavy equipment contracted services as needed to accomplish mission.

Writes bid specifications for annual contracts; researches and analyzes submitted bids; negotiates contracts with vendors and contractors.

Prepares and administers department budget; monitors expenditures to ensure compliance with approved budget; reviews and approves invoices and contractor payment requests with close supervision of the county engineer; reviews and authorizes purchase requisitions.

Receives various forms, reports, correspondence, state inspection reports, groundwater analysis records, methane laboratory reports, technical reports, bid proposals, invoices, budget reports, purchase orders, time sheets, job applications, blueprints, drawings, plans, regulatory notices, policies, procedures, regulations, manuals, reference materials, vehicle maintenance reports or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes Microsoft Office word processing, spreadsheet, database, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

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Operates or utilizes a variety of equipment and tools associated with department work activities, which may include a transit, level, drafting equipment, computer aided drafting and design (CADD) unit, micrometer, erosion control supplies, generator, pump, two-way radio, and general office equipment.

Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement materials.

Communicates with county officials, employees, inmate workers, other departments, regulatory agencies, environmental agencies, engineers, consultants, tire dealers, contractors, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the environmental engineering and solid waste profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Provide assistance to other employees or departments as needed.

Perform general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's Degree in Science, Engineering, or Business Administration; supplemented by five (5) years previous experience and/or training that includes solid waste operations, recycling, waste processing, convenience center operations, demolition landfill operations, supervision, budget administration, personal computer operations, and be familiar with environmental regulations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Include exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Include the ability to make decisions on procedural and technical levels and attain excellent customer service skills.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures, ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical theory, and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Require ability to control and plan an entire program or set of programs.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Moving around office, convenience centers, landfill, etc.

**Surface:** Smooth to rough

**Estimated Total Hours:**   4   **Maximum Continuous Time:**   1  

**2. SITTING**

**Tasks:** Office work and driving

**Estimated Total Hours:**   6   **Maximum Continuous Time:**   2  

**3. LIFTING/CARRYING**

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    | X      |       |        |         |       |
| 11-25 lbs  |        |       | X      |         |       |
| 26-50 lbs  |        |       |        | X       |       |
| 51-75 lbs  |        |       |        |         | X     |
| 76-100 lbs |        |       |        |         | X     |
| >100 lbs   |        |       |        |         | X     |

**4. CLIMBING**

**Tasks:** Climbing into equipment to inspect

**Device:** Trucks, heavy equipment (landfill)

**Height:** 4-6 feet

**Frequency:** Monthly

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** Normal office duties

**Frequency:** Hourly

**6. REACHING**

**Tasks:** Office

**Hands Used:** RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|-----------|-----------|----------|-------------|
| 0-20"    | X         | Hourly    | 1 minute | <10 lbs     |
| 21-36"   |           |           |          |             |

**7. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              | X   |    |
| Cold Temperatures             | X   |    |
| Sudden Changes in Temperature | X   |    |
| Noise                         | X   |    |
| Fumes                         | X   |    |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 | X   |    |
| Hot Surfaces                  | X   |    |
| Sharp Edges                   | X   |    |
| Vibration                     | X   |    |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |              |
|-----------------|--------------|
| Inside Building | 50 % of time |
| Outside         | 50 % of time |

**8. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         | X   |    |
| Sweeping/Mopping | X   |    |
| General Cleaning | X   |    |
| Handling Trash   | X   |    |

**9. HAND USE**

| Type of Use   | Yes | No | Frequency |
|---|-----|----|-----------|
| Keystrokes  | X   |    | Hourly    |
| Grasp   | X   |    | Hourly    |
| Fine Motor i.e: writing, twisting hands or wrist, etc | X   |    | Hourly    |



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date