



## **TOWN OF HUACHUCA CITY**

Tammy J. Mitchell, MMC – Town Administrator/Clerk  
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### **NOTICE OF OPEN SUPERVISOR POSITION Huachuca City Land Fill**

There is an opening at the Sanitary Land Fill.

This is a Supervisor position to maintain, direct and operate the City's Sanitary Land Fill.

Please submit applications and resume to:

Tammy Mitchell  
500 Gonzales Blvd  
Huachuca City, AZ 85616  
[tmitchell@huachucacityaz.gov](mailto:tmitchell@huachucacityaz.gov)

This position will remain open until filled.

Sincerely,

*Tammy Mitchell*

Tammy Mitchell, MMC  
Town Clerk/Administrator

## **LANDFILL SUPERVISOR - JOB DESCRIPTION**

### **GENERAL PURPOSE**

Performs a variety of routine and complex administrative, supervisory and technical work in sanitary landfill operations.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Town Clerk / Town Administrator.

### **SUPERVISION EXERCISED**

Over subordinate landfill employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises all landfill attendants, technicians, operators and other personnel directly or through subordinate supervisors. Determines work procedures, prepares work schedules, and expedites workflow.

Issues written and oral instructions.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Studies and standardizes procedures to improve efficiency of subordinates.

Maintains harmony among workers and resolves grievances.

Prepares composite reports from individual reports of subordinates.

Adjusts errors and complaints.

Oversees all projects at the sanitary landfill, including daily operations and ongoing closure/expansion-related activities

Assures that all work is accomplished in accordance with sound safety procedures.

Prepares plans and specifications for landfill operations; solicits proposals, prepares bid documents, and administers contracts for landfill projects.

Instructs and trains employees concerning proper landfill operations methodology, as well as equipment operation, maintenance and repair.

Oversees the maintenance and repair of all landfill equipment and facilities.

Oversees waste inspection and screening activities, household and hazardous waste programs, recycling drop-off operations, and related programs.

Investigates and enforces unacceptable or illegal waste dumping.

Recommends rules, regulations, policies and procedures for landfill operations.

Gathers and reports information and data required by state and federal regulatory agencies.

Answers questions regarding landfill disposal or closure operations. Appears at Town Council meetings to address the Mayor and Council on landfill operations.

Drafts correspondence, places telephone calls, and completes other administrative, supervisory or technical tasks related to landfill operations within assigned area of responsibility.

### **PERIPHERAL DUTIES**

Assists with any landfill surveying work.

Assures an adequate supply of equipment, supplies and materials necessary for ongoing landfill operations.

Assists subordinate staff in the performance of their duties as needed.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

(A) Graduation from a four-year college or university with a degree in environmental science, public administration or a closely related field; and

(B) Minimum of four years' experience related to solid waste programs; or

(C) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Considerable knowledge of solid waste disposal principles, practices, methods and trends; Considerable knowledge of applicable federal, state, county and town policies, laws, and regulations affecting solid waste disposal activities; working knowledge of safety operations;

(B) Skill in negotiating recycling contracts; skill in operating the listed tools and equipment.

**(C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, town officials and the general public; ability to conduct necessary research and compile comprehensive reports; ability to supervise and administer a variety of disposal programs.**

### **SPECIAL REQUIREMENTS**

**Valid Arizona driver's license; with ability to obtain an Arizona commercial driver's license.**

### **TOOLS AND EQUIPMENT USED**

**Working knowledge of motorized vehicles and equipment used in landfill operations, including trash compacting equipment, backhoe, front end loader. Some skill in the use of common hand and power tools, shovels, wrenches, detection devices. Skill in the operation of a personal computer, mobile or portable radio, phone, copy machine and fax.**

### **PHYSICAL DEMANDS**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to walk, sit, talk and hear. The employee is occasionally required to climb, balance and smell.**

**The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**

### **WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**While performing the duties of this job, the employee works in outside weather conditions. The employee often works near moving mechanical parts and is exposed to**

windy/wet/hot/cold conditions and mechanical vibration. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, specific statements of position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.