



Job Description

Landfill Operations Supervisor

Job Title:	Landfill Operations Supervisor
Department:	Foothills Regional Landfill & Resource Recovery Centre
Reports to:	Landfill Manager
Location:	Regional Landfill Site

General Accountability:

The Foothills Regional Landfill and Resource Recovery Centre consists of a landfill, recycling drop-off area, compost pad, and transfer stations. The facility also markets landscaping products from its recycling and compost operations. The key aspects of this job are to manage daily operations and to train employees on the safe operation and maintenance of all landfill equipment and vehicles. This position will also assist the Landfill Manager in supervision of staff and oversight of daily operations.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Assign work duties and follow up with staff to ensure operational success and good customer service.
- Maintain all service records and inspection sheets for landfill vehicles and equipment and ensure all preventative maintenance agreements are up to date.
- Manage and work with mechanical contractors to maintain landfill heavy equipment and to oversee preventive maintenance programs.
- Orientation and oversight of contractors doing work on the landfill site.
- Responsible for maintaining and filing all safety records and training documentation.
- Review and submit all landfill employee timesheets to payroll in a timely manner.
- Assist the Landfill Manager with all employee annual performance reviews and disciplinary files.
- Train other staff members in the safe operation of landfill equipment and coordinate monthly and daily safety meetings.
- To be cross trained in all landfill positions.
- May be required to work the occasional Saturday to ensure necessary coverage.
- Perform other duties as assigned from time to time.

Qualifications/Education and/or Experience:

- Must have knowledge and experience with heavy equipment and its maintenance.
- Must be eligible for certification and obtain certification as a SWANA Alberta Certified Basic Landfill Operator within 3 years.
- Microsoft Office Professional proficiency and the ability to learn scale house software is required.

- Applicant must have proven supervisory experience.
- Previous landfill or waste and recycling experience would be an asset.
- Familiarity or certification in construction safety and heavy equipment operation would be an asset.

Certificates, Licenses and Registrations:

- Valid Class 5 Driver's License.
- SWANA or other recognized courses in waste handling would be an asset.

Communications Skills:

- Deal with the general public, contractors and staff in a polite and courteous manner.
- Ability to take verbal and written directions effectively.

Physical Demands:

- The physical demands of this position include those associated with working in a landfill setting, working outdoors in extreme heat or cold, climbing in and out of equipment and some heavy lifting.