

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2014-186**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revision:

1. Landfill Operations Coordinator/Director

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 23 December 2014.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

Hardin County Fiscal Court Job Description

Landfill Operations Coordinator/Director
December 23, 2014

Landfill Operations Department
Pay Grade 16

Job Summary

Under the direction of the Deputy Judge/Executive, the Landfill Operations Coordinator/Director is responsible for ensuring the proper operation of the Pearl Hollow landfill by the designated landfill operator, ensuring the proper operation of the methane gas recovery system at the Pearl Hollow Landfill, treating leachate recovered from the Pearl Hollow and Springfield Road landfills as necessary, supervising activities associated with the Springfield Road landfill, and other duties as assigned by the Deputy Judge/Executive. This position is also responsible for ensuring the maintenance of all landfill buildings, grounds and equipment owned by the County.

Major Essential Duties

- Ensures the proper operation of the Pearl Hollow Landfill by the designated landfill operator.
- Ensures the proper operation of the methane gas recovery system at the Pearl Hollow Landfill.
- Ensures the proper support from the landfill consultant for engineering, reporting compliance, improvements, repairs, expansions and other services.
- Ensures the proper treatment of leachate to meet state standards and approval.
- Ensures the operation of the leachate transporting systems and/or leachate treatment systems.
- Assists in preparing the annual operating budgets for the Pearl Hollow and Springfield Road Landfills.
- Performs recordkeeping responsibilities and ensures all required records and reports with respect to landfill operations and waste water treatment are transmitted to the state, the engineering contractor, the Solid Waste Coordinator/Director, and others as may be required.
- Assists, as necessary, the Solid Waste Coordinator in the administration of the county's solid waste management plan.
- Maintains a good working relationship with the county's designated contractors and subcontractors performing services to ensure the proper operation of facilities landfill.
- Maintains a good working relationship with other governmental agencies to include, but not limited to those of the Kentucky Energy and Environmental Cabinets as follows: Department of Natural Resources- Division of Forestry; Department of Environmental Protection-Division of Water and Division of Waste Management.

Minor Essential Duties

- Maintains a safe working environment focusing on good safety practices.

- Ensures proper operation of wastewater ~~the~~ treatment which complies with the appropriate reporting agency regulations
- Assists in the field operations of the illegal dump program
- Assists in the field operations of the recycling program
- Obtains full understanding of all required locations and treatment processes
- Attends training offered by the regulatory agencies, manufacturer-suppliers or local community college to maintain proficiency
- Plans, schedules and works effectively with subordinate employees
- Maintains effective public relations
- Establishes and maintains an effective working relationship with officials and personnel of the state, county and city governments
- Communicates clearly and concisely orally and in written format
- Maintains an accurate accountability of County property, both real and tangible
- Analyzes and projects yearly expenditures and present them orally and in writing
- Makes suggestions to improve and maintain work conditions and work environment
- Develops personal pride in employees and job performance

Supervisory Responsibility

Responsibilities may include the following, in accordance with organizational policies and applicable laws for all positions reporting to the Judge/Executive's office:

- Supervises the Maintenance Operator in the Landfill Operations Department, which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Landfill Operations Coordinator/Director performs duties within the Landfill Operation's Department, under the direct supervision of the Deputy Judge/Executive.

Qualifications

Education and/or Experience

- High School Diploma or Equivalent is required
- Experience in Industrial or Mechanical environment is desired
- Experience in wastewater treatment is preferred

Language Skills

- Possesses the ability to read, analyze and interpret policies, procedures, professional publications, government regulations, financial reports and legal documents

- Possesses the ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, business community members or the general public
- Possesses the ability to write reports, business correspondence, policy and procedure manuals
- Possesses the ability to make effective presentations on controversial or complex topics to top management, emergency response personnel and elected officials
- Displays strong oral, written and listening skills

Mathematical Skills

- Possesses the ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Possesses the ability to compute ratio, percentages and the ability to draw and interpret graphs
- Possesses the ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Possesses the ability to define problems, collect data, establish facts and draw valid conclusions
- Possesses the ability to interpret an extensive variety of complex and technical information and instructions
- Possesses the ability to solve practical problems and deal with several abstract and concrete variables
- Possesses the ability to make decisions in the County's best interests

Certificates, Licenses, Registrations

- Must possess a valid WWTP Operator's License Level 1 at the time of employment; or
- Must obtain Level 1 Operator's License within one (1) year of employment
- Must maintain a valid Kentucky Driver's License
- Must possess or obtain a valid Kentucky Landfill Manager certification within one (1) year of employment.

Other Knowledge and/or Skills

- Possesses the knowledge of proper maintenance procedures to anticipate and prevent mechanical breakdown of equipment
- Possesses the ability to operate all equipment used in the daily operation of the WWTP and the Methane Gas Collection System
- Possesses the knowledge of all safety requirements involved in equipment operation and the handling of solid waste
- Possesses the ability to train employees on proper safety procedures and ensure that compliance is maintained
- Possesses the knowledge of the safety standards for the waste collection published by the American National Standards

- Possesses the ability to make difficult decisions as necessary
- Possesses the ability to display courtesy and tact in dealing with the public, contractors, elected officials and government employees
- Possesses the ability to retain contents, statutes, ordinances, rules and regulation governing refuse, landfill gasses, and waste water treatment and discharge

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

Regularly

(over 2/3 of regular work day)

- Stand or walk
- Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 50 pounds

Occasionally

(under 1/3 of regular work day)

- Sit
- Reach with hands and arms
- Drive a vehicle
- Climb, crawl or maneuver in confined spaces

- Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.
- Possesses the ability to work in in-climate weather and working conditions (extreme hot/cold)
- Maintain the physical ability to perform essential job functions

Work Environment

- The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level is low to moderate
- Some job hazards are: cuts, scrapes, snakes, animals, people who will not move because of high water, unknown chemical and explosives encountered in disasters.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities

- Must be neat in appearance
- Must be 21 years or older

Date Approved December 23, 2014



Harry L. Berry
Hardin County Judge/Executive