

LANDFILL SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of the solid waste disposal sites utilized by the City of Albany. The incumbent is responsible for ensuring that all solid wastes are transferred, processed, recovered, reclaimed or disposed of in a manner consistent with State and local laws and regulations. Duties are performed under the general supervision of the Commissioner of Department of General Services with leeway allowed for the use of independent judgment in carrying out the details of the work. Direct supervision is exercised over Operating Engineers (formerly Refuse Equipment Operators) and Laborers: Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Establishes the policies and procedures for the transfer, processing and disposal of solid waste at the sites;
- Oversees and participates in use and maintenance of heavy construction equipment in excavation and grading of the land at the sites;
- Instructs refuse personnel in the basic procedures for the processing and disposal or transfer of solid wastes;
- Supervises and participates in the operation and maintenance of refuse compactors and the weighing of all incoming vehicles using the sites;
- Inspects daily landfill sites to ensure that wastes are being correctly covered and to ensure that proper road maintenance and safety procedures are adhered to;
- Supervises and participates in the construction of sites or necessary building structures;
- Maintains payroll and sick leave records for subordinates;
- Maintains daily logs regarding maintenance and upkeep of equipment and daily tonnage of refuse;
- Submits reports as required;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the common practices, tools, terminology and safety precautions associated with the construction and maintenance of solid waste refuse land sites;

- Working knowledge of solid waste processing, reclamation and disposal procedures;
- Ability to operate and maintain construction machinery and compacting equipment;
- Ability to understand and carryout oral and written instructions;
- Ability to layout, assign and supervise the work of others;
- Ability to maintain simple records;
- Ability to instruct others in solid waste management procedures;
- Mechanical aptitude;
- Dependability;
- Manual dexterity;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of experience in road construction of maintenance of earth moving operation. At least one year of experience must have been supervising the work of subordinate employees.

SPECIAL REQUIREMENT: Participation in the New York State certification course pursuant to Article 27 Title 6 Environmental Conservation Law within one year of appointment.