

SOUTH CENTRAL SOLID WASTE AUTHORITY
invites applications for the position of:
Landfill Manager – Corralitos Landfill
An Equal Opportunity Employer
Regular Full-Time

SALARY RANGE: **\$35.4673 - \$53.1794/ hour**

OPENING DATE: **Wednesday, July 14, 2021**

CLOSING DATE: **Continuous**

NATURE OF WORK

Oversees all areas of operation of the Corralitos Landfill owned by the South Central Solid Waste Authority (SCSWA). To include operational management, budget oversight, regulatory compliance, employee supervision and resource allocation for the Corralitos Landfill, and additional programs as assigned by the Director.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and manages work schedule and landfill operations to achieve the agencies plans and goals; exercises independent judgment within general policy guidelines to meet SCSWA goals, objectives, and directives to provide safe and effective solid waste disposal services; evaluates and analyzes issues, and recommends and implements solutions; recommends changes, resolves customer service issues; coordinates with other utility operations and engineering functions within the landfill.
- Provides leadership, direction, and guidance on landfill operations issues and functions; coordinates the programs with state, federal and regional agencies and local community groups; evaluates and analyzes service issues, and recommends and implements solutions within scope of authority; assures landfill operations and activities are in compliance with all laws, policies, regulations, timelines and goals; reviews and approves program plans, reports and procedures; sets priorities and assures deadlines and performance standards are met.
- Manages staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload, customer, and technical issues; provides leadership and management to employees on technical and behavioral issues, management techniques, program standards, statutory requirements, and other responsibilities; manages training programs for staff.
- Reviews, research, and approves special waste acceptance in compliance with state and federal regulations. Coordinates and schedules delivery and disposal of all municipal and special waste in accordance with state issued operating permit.
- Ensure, directs, and oversees monthly environmental sampling for facility and submits quarterly reports to federal and state agencies as required. Researches and becomes familiar with pertinent state and federal regulations regarding landfill operations; maintains records and reports; evaluates programs, services, and activities to ensure the needs of customers are met; works with engineering consultants on solid waste projects.
- Develops and monitors regional budget, approves budget expenditures; prepares special and recurring reports; proposes and recommends budget changes/revisions for project and resource needs.
- Serves as agency liaison to various committees and boards; prepares and presents verbal and written reports and presentations to boards and committees, as necessary.
- Investigates and resolves customer complaints.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Engineering, Environmental Sciences, or closely-related field PLUS five years of experience in landfill supervisory/management. A combination of education and experience may be applied in accordance with South Central Solid Waste Authority policy.

LICENSES/CERTIFICATIONS:

Valid driver’s license is required. Position requires an acceptable driving record in accordance with South Central Solid Waste Authority policies. NMED Landfill certification must be obtained within one (1) year from date of employment.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Comprehensive knowledge of: Principles and practices of administrative management; principles and practices of effective employee supervision; processes to manage a subtitle D landfill, principles and practices of civil engineering and surveying, principles of heavy equipment operation and maintenance.

Ability to: Assess and prioritize multiple tasks, projects and demands; prepare operating budgets, reports, presentations; analyze trends and statistical information regarding landfill operations; resolve personnel conflicts and problems and assess staff performance and staffing requirements; perform complex problem solving and creativity in program/policy analysis, development and implementation; communicate effectively, both verbally and in writing; operate a motor vehicle and navigate across even and uneven surfaces.

Skills in: Evaluating landfill operational and environmental issues, and developing plans for the improvement of landfill operations, and for cost effective management of allocated resources; analyzing and interpreting special issues, evaluating alternatives, and making logical recommendations based on findings; using initiative and independent judgment within established procedural guidelines; working effectively with a diverse cultural community; reading and interpreting rules and regulations, and effectively advising department staff on program and facility issues; operation of a personal computer and various software applications.

ENVIRONMENTAL FACTORS

Work is performed in an office environment and includes on sight supervision subject to all weather conditions, exposure to odors, fumes, and dust.

PHYSICAL FACTORS

Moderate physical demands; mostly desk work, driving. Frequent to constant use of a personal computer.

WORK SITUATION FACTORS

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Position involves working extended hours, evenings, and weekends. On-call for emergency management 24 hours a day, 7 days a week. Position is subject to drug testing in accordance with applicable State and Federal regulations and South Central Solid Waste Authority policies.

LANDFILL MANAGER SUPPLEMENTAL QUESTIONNAIRE

***Required Questions**

1. I understand and accept that the position I am applying for is with the South Central Solid Waste Authority (SCSWA) and not the City of Las Cruces. If hired, I will be a SCSWA employee and not a City of Las Cruces employee.
 Yes No
2. Are you a current South Central Solid Waste Authority employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)
 Yes No

3. Do you meet the preferred requirement of five (5) years of landfill supervisory/management?
 Yes No
4. Do you have a bachelor's degree in Engineering, Environmental Sciences, or related fields?
 Yes No
5. Do you have a valid driver's license?
 Yes No
6. Are you related by blood, adoption, domestic partnership, or marriage to any current employee of the South Central Solid Waste Authority?
 Yes No
7. List all relatives by blood, adoption, domestic partnership, or marriage working for South Central Solid Waste Authority and where they work. If none, please indicate "N/A" in the space provided.

An application may be obtained online at <https://scswa.net/jobs/>. A resume may not be substituted or accepted in place of the application.

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact SCSWA at 575-528-3584.