

CITY OF IOWA CITY - Job Description

Job Class #27-11

FLSA Exempt
Civil Service

Identification

Position Title: Assistant Superintendent - Landfill
Department: Public Works
Division: Resource Management
Supervisor: Resource Management Superintendent

Job Summary

Assists in planning, directing and supervising the operation and maintenance of the Landfill and recycling operations.

Job Scope

Directly supervises Landfill employees. Monitors expenditures during the year.

Essential Job Duties and Responsibilities

Assists in **supervising, planning, and directing** daily operations and maintenance of Landfill operations.

Assists in maintaining Division's Environmental Management System.

Assures compliance with local, state and federal laws and regulations, including EPA and DNR regulations.

Assigns and **reviews** work of support staff.

Instructs and **advises** support staff in methods and procedures.

Carries out staff disciplinary actions.

Assists in interviews, evaluations and selection of support staff.

Responds to calls and complaints from residents and businesses.

Provides information and/or assistance, as needed.

Performs quarterly inspections for storm water management and spill prevention control and counter measures.

Monitors and **writes** reports for various operations such as methane wells, surface emissions, ground emissions and others.

Oversees safety and injury prevention and quality control.

Conducts safety meetings.

Manages Household Hazardous Waste (HHW), landfill gas, yard waste, ground water, storm water, recycling, compost and electronic waste disposal operations.

Creates special reports, including quarterly DNR reports.

Assists other departments.

Attends staff meetings.

Attends solid waste regional planning meetings.

Directs soil farming for contaminated soils.

Oversees building and ground maintenance.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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 talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; risk of electrical shock; explosives; risk of radiation; and vibration.

The noise level in the work environment is usually loud.

Minimum Education, Experience and Certification

Associate degree or equivalent from an educational institution accredited by a DOE recognized accreditation body required plus two years of experience required. Or equivalent combination of education and experience. Iowa DNR Landfill Operator Certification required upon hire. Hazwoper Certification, DOT Certification, Compost Operator Certification and Forklift Operator required within

one year of hire. Valid driver's license with satisfactory driving record required. Valid Iowa Class B commercial driver's license required within 90 days of hire. This position is subject to federal drug testing requirements including screening through the FMCSA Clearinghouse. A pre-employment drug screen is required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience and Certification

Five years of related experience or training preferred.

Knowledge, Skills, and Abilities

Knowledge of microbiology, chemistry, environmental engineering, biological and chemical research methods, and mechanical and electrical systems. Skills in observing, evaluating, monitoring, and oral and written communication. Skill in the operation of relevant tools, materials and equipment used in operation, maintenance and repair of landfill. Ability to read and interpret blueprints, technical manuals, research journals and other written materials. Ability to perform mathematical calculations necessary to perform duties.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.