

NORTHERN UTAH ENVIRONMENTAL RESOURCE AGENCY

Bayview Landfill Manager

The Northern Utah Environmental Resource Agency (NUERA) is looking for a forward-thinking professional to manage operations of NUERA's Bayview Landfill, located near Elberta, Utah (southwest Utah County). The successful candidate will be responsible for the direction, control, and administration of all the functions of the Bayview Landfill under the direction of NUERA's Operation and Management (O&M) Committee. Candidates must demonstrate the ability to establish long-range plans, develop and oversee budgets, manage day-to-day operations and maintenance, and supervise and evaluate landfill staff. Manager will be required to consult with and report to the O&M Committee on a regular basis.

Position Details:

- Pay Range: \$53,121 - \$88,535 annually
- Full-time benefited position includes:
 - Great health insurance plan
 - Dental plan
 - Paid leave (vacation, holiday and sick leave)
 - Great retirement package
- Education & Experience:
 - - Bachelor of Science degree in Engineering (or similar) OR Minimum of five years solid waste management experience (degree preferred).
 - 3-5 years of supervision and management experience.
 - Manager of Landfill Operations certification MOLO (or ability to obtain within 12 months of hire).
 - Possession of valid Utah Driver's License
- Employment applications and resumes will be accepted until position is filled.
- Send completed employment application and resume to Brenda Bingham at bbingham@transjordan.org
- Questions may be submitted via email to bbingham@transjordan.org or by calling (801) 256-2815
- An employment application is available at www.swanautah.org (main page)

Title: Bayview Landfill Manager

Reports to: O&M Committee

Department: Management

FLSA Status: Exempt

Salary range: \$53,121 – \$88,535 annual

JOB SUMMARY: Under the general supervision of the O&M Committee, the landfill manager operates and maintains the landfill in accordance with applicable regulations, and is responsible for supervision, budgeting, planning, development, construction, and operations to ensure that waste is managed in an environmentally sound and cost effective manner.

ESSENTIAL FUNCTIONS:

1. Conducts NUERA management and business in an ethical and professional manner.
2. Manages all landfill staff and other resources, ensuring that operating policies and procedures are followed.
3. Supervises staff including hiring, orientation, training, scheduling, assignments, review of work performance, and discipline; following established policies and procedures.
4. Prepares landfill budgets with the assistance of the O&M Committee and monitors budget expenditures, analyses staffing expenditure requests, reviews requests for additional services, and prepares contract specifications.
5. Ensures that all purchases are made in accordance with NUERA's purchasing policy and state contracting requirements, while ensuring the best overall value.
6. Responsible for project management and contractor oversight.
7. Responsible for reporting and ensuring compliance with local, state, and federal agencies, in consultation with the O&M Committee.
8. Maintains facility records, maintenance logs, and operational records, in accordance with the Utah Government Records and Management Act (GRAMA).
9. Oversees the safety program and coordinates with the NUERA Safety Trainer/Coordinator to ensure compliance with all OSHA workplace safety and health standards and provides a safe work environment.
10. Responsible for maintaining a safe, clean, and secure facility.
11. Provides support for site planning, development, construction, operations, repair, maintenance, and inspections. Ensures all work complies with permits, regulations, plans, department policies, and contracts.

ADDITIONAL RESPONSIBILITIES:

Assists the O&M Committee in other assignments as required

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to supervise and manage personnel.
2. Knowledge of purchasing and ethics, per governmental requirements
3. Knowledge of landfill planning, design, construction, and operations including local, state, and federal laws, regulations, and policies pertaining to solid waste management.
4. Knowledge of waste disposal operations.
5. Proficiency in managing all landfill personnel.
6. Skill in developing and implementing budgets.

7. Ability to communicate effectively, orally and in writing, and follow written and verbal instructions.
8. Ability to read plans and prints.
9. Ability to establish and maintain effective working relationships with co-workers, staff, public officials, other agencies, O&M Committee, NUERA Board, and the public.
10. Ability to organize work, set priorities, meet deadlines, work independently, prioritize projects, and delegate to others.

EDUCATION AND EXPERIENCE

- Bachelor of Science degree in Engineering (or similar) OR Minimum of five years solid waste management experience (degree preferred).
- 3-5 years of supervision and management experience.
- Manager of Landfill Operations certification MOLO (or ability to obtain within 12 months of hire).
- Possession of valid Utah Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT

This position may require frequent lifting of up to 30 pounds, occasional lifting of up to 50 pounds. This position requires frequent standing and walking with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, and at above ground heights. Exposure to disagreeable elements such as dust, fumes, odors, environmental conditions (extreme weather like heat, cold, dampness, and wind), and exposure to noise will also occur.