

Assistant Landfill Director

FLSA Status: *Exempt*

General Definition of Work

Performs professional and skilled technical work assisting the Landfill Director with managing and coordinating the overall operation of the Carroll-Grayson-Galax Solid Waste Authority Sanitary Landfill; ensuring proper operations, staffing, and budgeting. Supervision is exercised over all assigned personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Ensures overall site safety.

Ensures compliance with regulatory requirements; acquires and maintains required permits.

Assists with Management and maintenance of landfill records.

Successfully completes regulatory inspections.

Assists Landfill Director with ensuring that orders, resolutions, deeds, contracts, agreements, and transfers of the Solid Waste Authority are executed and keeps Landfill Director informed on all matters concerning the landfill's operation.

Assists with budget preparation and administration; overseeing operations to help ensure a profitable operation within current waste volumes.

Recommends equipment repairs or purchases to the Landfill Director

Assists with recruitment and selection of personnel; assists with coaching, counseling, and the recommendation of discipline for personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Assists with planning for future development and capacity.

Assists with planning and management of construction projects.

Assists with the management of leachate operations with Town of Hillsville Sewer Plant.

Follows engineering and operation plans; communicates with engineers and consultants as needed.

Tracks business, regulatory and technology trends that may impact operations.

Coordinates blown-trash pick-up with community service programs.

Maintains positive community and public relations.

In the absence of the Director, or as directed, picks up and reviews mail and deposits income daily.

Assists in mechanical repairs.

Assists in the oversight of the monitoring of pumps and blower systems during regular hours and on nights and weekends as needed.

Operates landfill equipment and works as a Scale Operator as needed, including nights and weekends.

Ensures the landfill is opened on nights and weekends for wreck clean-ups when needed.

Ensures that landfill roadways are accessible during inclement weather.

Ensures that generator system is operating during power outages.

Any other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of the safe operation of heavy equipment and on-road trucks, thorough knowledge of the use and maintenance of various landfill specific pumps, blowers and other landfill-specific equipment and of the occupational hazards of the work; ability to read and understand maintenance manuals, policy and procedures manuals, mechanical diagrams, engineering drawings and maps; ability to use computer and required office and accounting software, ability to compute rates, ratios and percentages; ability to follow oral and written instructions;

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ability to establish and maintain effective working relationships with customers, associates, subordinates, suppliers, elected officials, consultants, engineers, local and state inspectors and citizens.

Education and Experience

High school diploma or GED with considerable experience in sanitary landfill operation or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, the frequent exertion of up to 50 pounds of force and the occasional exertion of more than 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and pushing or pulling, frequently requires standing, climbing or balancing, lifting and repetitive motions, and occasionally requires walking, sitting, stooping, kneeling, crouching or crawling and tasting or smelling. Work requires standard vision requirements along with close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word, detailed or loud talking to convey detailed or important spoken instructions to others may be required; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound ; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; frequently requires working in outdoor weather conditions and working near moving mechanical parts, occasionally requires working in high, precarious places, exposure to fumes or airborne particles, vibration, and bloodborne pathogens; work is generally in a loud noise location (e.g. large earth-moving equipment).

Special Requirements

Possession of or ability to acquire Class 1 and Class 2 Waste Management Facility Operator's License within 6 months of employment.

Valid Commercial Driver's License in the Commonwealth of Virginia or ability to acquire within 6 months of employment.

Last Revised: 05/14/2026

I have read and understood this job description and am aware of the duties and requirements for this position.

Signed: _____ (Landfill Manager) Date: _____

Signed: _____ (Director) Date: _____

Signed: _____ (SWA Chairperson) Date: _____