

Perry County, Missouri
Solid Waste Department Superintendent
Job Description

This position will manage the combined operations of the Perry County Recycling Center and Transfer Station. This single manager will supervise and direct the operations of both locations to avoid duplication of effort and ensure efficient use of County equipment and personnel. This position will analyze operations, develop, and propose operating procedures to be approved by the County Commission. The Solid Waste Superintendent is expected to be a “working manager,” capable of filling in for any position at need.

This position will schedule and supervise the daily activities of 6-8 employees who are assigned to the Recycling Center or Transfer Station but considered to be interchangeable. The Solid Waste Superintendent will assign employees according to operational requirements and business needs.

Typical work involves:

- Hire and supervise 4-8 full and part-time employees
- Assign and oversee daily activities to ensure quality work and efficient operations
- Prepare and present various reports regarding operations and workload
- Monitor and report activities of the department to the Perry County Commission and the Perry County Solid Waste Committee as needed.
- Ensure the safe operation of all material handling equipment, including but not necessarily limited to, fork lifts, front end loaders, and baling machines
- Baling material for proper storage and transportation
- Loading/unloading of trucks and trailer.
- Separate refuse from recyclable materials
- Ensure the cleanliness and upkeep of the facility, parking areas, grass, and roadside as required
- Assist, direct, and educate patrons in proper disposal methods
- Attend formal and informal professional training

Duties and responsibilities include but are not limited to:

- Weigh and record materials arriving or departing the facilities
- Sort and separate materials to include cardboard, paper, plastic, metal, glass, and wood.
- Load and weigh containers for transportation
- Operate scales to properly weigh vehicles and baled materials
- Instruct patrons in proper recycling techniques and facility rules/guidelines
- Promote the services and activities of the Recycling Center/Transfer Station
- Operate and perform basic maintenance of front end loader, mowing equipment, forklift, balers, pressure washer and other equipment as required
- Utilize Personal Protective Equipment as required by regulation or as required by Perry County
- Receive and account for cash, check or credit receipts in accordance with County Policies
- Complete reporting documents as required by regulations or by Perry County
- Complete training requirements including obtaining a Commercial Driver’s License within 90 days of hire

- Read, understand and possess a working knowledge of the Missouri Department of Natural Resources Regulations, Operations Manual for equipment, the Safety and Emergency Action Plan and other regulatory documents as required
- Other duties and responsibilities as assigned by the Perry County Commission

Desired experience and training:

- Ability to work with minimal supervision
- Ability to make judgment as to proper disposal methods of waste and recyclables
- Math skills to include addition, subtraction, multiplication, and division
- Competence with Microsoft Office software including Microsoft Word and Microsoft Excel or equivalent
- Ability to work courteously with general public, co-workers and others that utilize the facility
- High School Graduate
- Experience in the operation of heavy equipment and light machinery
- Experience in program development
- Management or supervisory experience preferred

Requirements of work:

- Driver's License
 - Obtaining a Commercial Driver's License within 90 days is acceptable
- Ability to operate stationary equipment
- Lift items not to exceed 50 pounds
- Standing for extended periods of time
- Ability to obtain landfill post-closure certification/License

Other Requirements:

This is a new position being created to facilitate the consolidation of the Perry County Recycling Center and the Perry County Transfer Station. The candidate selected for this position will have the opportunity to direct the merging of two previously independent organizations into a single, more efficient department to better serve the public. In addition, the Perry County Commission believes that recycling is "the right thing to do" and is seeking an individual who will develop and express ideas regarding how to better service unincorporated areas of the county as well as the smaller incorporated communities. To meet these goals, the Solid Waste Manager will be expected to:

- Prepare an analysis of personnel requirements
- In consultation with the Perry County Solid Waste Board, develop a plan to provide recycling services to the unincorporated areas and smaller municipalities of the county
- In consultation with the Perry County Clerk, establish cash accounting and control procedures to ensure security of cash receipts
- Report weekly to the Perry County Commission