



## **Assistant Superintendent of Waste Disposal #1230**

City of Virginia Beach – Job Description

Date of Last Revision: 03-02-2016

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 10

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Assist the Superintendent of Waste Disposal in overseeing the operation of the municipal landfill.

### **Representative Work Functions and Responsibilities**

Supervise landfill operations in accordance with the facility's solid waste disposal permit; supervise equipment operators, scale personnel, clerical personnel and laborers in order to provide optimum efficiency; and prepare daily work schedules and assignments in order to utilize manpower and equipment most effectively.

Check and assure good working condition of equipment in order to prevent injury or major equipment problems.

Conduct public tours of the landfill in order to correctly inform outside groups of its function.

Perform duties of acting superintendent in absence of superintendent.

Resolve elevated customer concerns.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Ensure performance of duties of landfill personnel in daily landfill maintenance operations in accordance with regulatory and safety procedures including compaction and cover of refuse on the landfill workforce; monitor financial reports on landfill fees collected daily; supervise personnel in accordance with the City's departmental policies; communicate appropriate landfill and equipment maintenance practices to equipment operators; conduct regular safety meetings for employees; maintain daily logs of landfill operations; report occurrences that may affect compliance to the superintendent without delay.

### **Minimum Qualifications**

High school diploma or GED plus five (5) years' experience, one of which must be in a supervisory capacity, in positions providing the required knowledge, skills and abilities or any equivalent combination

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of experience and training which provides the required knowledge, skills and abilities.

Must possess a Commonwealth of Virginia Waste Management Facility Operators License or the ability to obtain one within six months of employment with the City of Virginia Beach.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

### **Preferred Qualifications**

May vary with position assigned.

### **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### A. Knowledge

1. Knowledge of Federal and State regulations regarding Subtitle D landfills including knowledge of permits and regulations regarding storm water and leachate control, ground water monitoring and air permits.
2. Knowledge of City personnel policies, rules and regulations.
3. Knowledge of scales operations and accounts procedures.
4. Knowledge of safety practices within landfill environments.
5. Knowledge of landfill operations including landfill techniques, equipment operations, recycling, household hazardous waste management and yard waste management.
6. Knowledge of computer programs such as Microsoft Excel, Word and Outlook.

#### B. Skills

1. Skill in building and maintaining working relationships with employees, contractors and other city agencies.
2. Skill in running a safe and productive operation under all types of weather conditions.
3. Skill in working and communicating with the public and helping conduct public tours.
4. Skill in balancing revenue (both credit and cash).

#### C. Abilities

1. Ability to maintain records, prepare reports and control billing and collection of large sums of money.
2. Ability to coordinate refuse disposal service in accordance with Federal and State regulations and perform related work as required.
3. Ability to plan and supervise the work of others.
4. Ability to take responsibility during the absence of the superintendent.
5. Ability to maintain a Virginia Waste Management Facility Operators License
6. Ability to communicate effectively both orally and in writing.

### **Working Conditions**

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or*

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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*employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Sedentary work that may involve walking, sitting, kneeling, squatting, stooping, climbing, lifting, gripping, pushing and raising objects and involves exerting up to 25 pounds of force walking or standing some of the time and routine keyboard operations.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

The job may risk exposure to extreme heat and/or cold, wet or humid conditions, noise, fumes, odors, moving machinery, electrical shock, traffic and toxic or caustic chemicals.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, and depth perception.

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