

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Manager Landfill**

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Asst. City Engineer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Landfill Technician**

**Established: 6/29/07**

**Revision Dates: 4/2/25;**

**10/20/23; 10/6/23**

**CLASSIFICATION SUMMARY:**

Incumbent in this classification is responsible for managing daily operations of the City landfill. Typical duties include supervising, training and evaluating landfill staff; preparing department budgets; monitoring expenditures and inventory supplies and reviewing and approving invoices. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** The Manager Landfill is a stand-alone classification.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day operations and activities of the landfill which includes developing, maintaining, administering and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs and determining the cost-effectiveness of repairing versus replacing vehicles and equipment. Estimates cost to complete jobs and maintain various records and files of time, labor and materials used in projects.

Responds to complaints from citizens and/or other interested parties regarding potentially hazardous or offensive landfill conditions; performs inspections and investigations and makes recommendations on projects requiring attention.

Oversees landfill compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; participates in the development of written procedures for sanitation activities and operations.

Manages and oversees the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to landfill operations, activities, and workload.

Develops, administers and monitors the division budget, including capital improvement budgets; allocates resources and approves expenditures including contracted services.

Manages contracts and vendors engaged in providing services and equipment for the landfill, ensuring compliance with applicable contract terms and conditions.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Plans, develops, manages and implements complex landfill related projects from inception through completion. Manages and oversees the maintenance and replenishment of division supplies, materials and/or other related inventory items.

Collects and analyzes a variety of complex data and information related to landfill operations and activities; performs statistical analysis and summarizes findings in applicable reports or other communication mediums.

Uses, carries and answers cell phone calls for business purposes as determined by the assigned job duties and the department head.

Performs other duties as assigned.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

High School Diploma or General Education Diploma and four (4) years of progressively responsible sanitation, landfill or related experience/training sufficient to successfully perform the essential functions of the job, supplemented by four (4) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

## SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles; work scheduling principles; applicable tools and equipment of the trade; engineering principles, procedures and methods; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; fire construction management principles; industry standards and specifications; record keeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; reviewing, classifying, categorizing, prioritizing and analyzing data; mediating and resolving disputes; coordinating, managing and correlating data; exercising judgment in determining time, place and sequencing of operations; formulating operational strategies; utilizing a wide variety of reference, descriptive and advisory data and information; preparing and interpreting graphs; performing mathematical calculations; reading blueprints, schematic drawings and/or construction drawings; developing and administering budgets; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; operating applicable tools and equipment utilized in landfill operations; overseeing the maintenance of applicable equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; preparing, analyzing and maintaining a variety of reports and records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

## PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

## WORK ENVIRONMENT:

Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gasses, oils, extreme temperatures, workspace restrictions, intense noises, and infectious diseases.

## SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.