



Jefferson County Sanitation Department

P.O. Box 127, Dandridge, TN 37725



Jefferson County is seeking to hire a Solid Waste Director. The Jefferson County Solid Waste Committee will receive resumes through May 13th, 2025. Resumes should include three references. Interested and qualified applicants may submit a resume via email at Sanitation@jeffersoncountyttn.gov . Interviews will be scheduled for May 19th, 2025.

Salary range is \$75,000-\$82,000 per year.

Benefits:

- Health Insurance
- Retirement Plan
- Paid Time Off

Jefferson County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to a qualified individual with a disability and encourages both prospective and current employees to discuss potential accommodations with the employer.

Solid Waste Director

Nature of Work

This is an administrative and supervisory position responsible for all operations of the Jefferson County Sanitation and Solid Waste Department. This includes the current Class I landfill, Class III/IV landfills, the closed Hwy 92 landfill, and all convenience centers. The incumbent ensures compliance with all applicable federal and state regulations governing landfill operations, supervises on-site, convenience center, and recycling center staff, oversees all monetary transactions and collections, and manages the purchasing and maintenance of equipment and machinery. Additional duties include coordinating recycling activities, planning construction projects, and ensuring proper equipment maintenance and repair. The role requires extensive knowledge of landfill design, construction, and permitting; the ability to compile detailed reports on operations and compliance; strong budgeting and accounting skills; and the ability to effectively supervise staff. Performance is evaluated by the Solid Waste Committee based on operational compliance, revenue generation, and effective interaction with staff, officials, and the public.

Illustrative Examples of Work

- Determines construction and design aspects of landfill operations, including gas and leachate collection systems, to ensure regulatory compliance.
- Oversees daily activities of heavy equipment operators to maintain efficient landfill operations.
- Supervises the weighmaster and administrative staff; reviews all monetary transactions and collections.
- Compiles data and prepares monthly, quarterly, and annual reports on landfill operations and revenue.
- Develops and monitors the annual operating budget.
- Attends County Commission meetings to give updates, answer questions or make budgetary requests.
- Attends meetings to stay informed on regulations and communicates landfill information to the public.
- Makes decisions on purchasing, maintaining, and repairing landfill equipment; operates machinery as needed.
- Manages employee hiring, evaluation, discipline, and termination.
- Assists with recycling projects and seeks grant funding for recycling efforts.
- Ensures compliance with OSHA, TOSHA, and FLSA safety and labor regulations.
- Oversees the handling of special waste to ensure safe disposal.
- Assists other county departments with excavation, construction, and waste management.
- Makes decisions on the construction of new landfill cells in accordance with permits and specifications.

Necessary Requirements of Work

Graduation from an accredited four-year high school, supplemented with significant coursework in environmental or civil engineering (college degree preferred); extensive experience in the design and construction of municipal landfills; thorough knowledge of landfill equipment; strong accounting skills; supervisory experience; and strong decision-making, interpersonal, and organizational skills, or an equivalent combination of education and experience providing the following:

- Extensive knowledge of municipal landfill design and construction (Class I & III/IV), including leachate and gas collection systems, drainage, storm water retention, and waste classification.
- Extensive knowledge of landfill operation equipment and machinery.
- Extensive knowledge of EPA and state regulations for solid waste handling.
- Thorough knowledge of soil compaction and related factors.
- Thorough knowledge of OSHA and TOSHA safety regulations.
- Thorough understanding of labor laws.
- Familiarity with surveying techniques and methods.
- Ability to compile detailed information and prepare required reports.
- Ability to prepare and manage budgets.
- Ability to supervise staff effectively.
- Ability to interact professionally with officials, coworkers, clients, and the public.
- Ability to make presentations and explain landfill operations.
- Strong decision-making regarding operations, equipment maintenance, and waste disposal.
- Proficiency in operating landfill machinery, including dozers, backhoes, scrapers, skid steers, front-end loaders, and excavators.

Skills and Abilities

- Ensure regular, punctual attendance during scheduled work hours
- Proficient in use of PCs/software, smartphones and other electronic devices
- Excellent organizational and time management skills in regard to deadlines
- Ability to work in a position of significant complexity
- Maintain professional composure in high stress situations
- Ability to tactfully resolve difficult conversations
- Ability to focus and demonstrate great attention to detail
- Ability to work cooperatively as a member of a team

Necessary Special Requirements

- Possession of a TDEC landfill operator's certification (LOCT).
- Completion of at least 24 hours of in-service training every three years.
- Valid Tennessee driver's license and insurability at standard rates.

Physical Requirements

- This position requires the ability to engage in occasional light physical activity