Jefferson County
Solid Waste Director
Job Description

Position	Director	**Reports to**	Sanitation Board
Department	Sanitation	**Classification**	Exempt
Pay Period	Monthly	**Last Revised**	November 9, 2026

Position Summary

The Solid Waste Director is responsible for the overall administration, supervision, and operation of the Jefferson County Sanitation and Solid Waste Department. This position oversees the County's active Class I and Class IV landfills, closed landfill properties, convenience centers, recycling operations, employees, equipment, and related services. The Director ensures that department operations comply with applicable federal and state laws, Tennessee Department of Environment and Conservation (TDEC) regulations, permits, and established operating requirements. Responsibilities include managing daily operations, supervising personnel, overseeing budgets and financial activities, coordinating facility maintenance and construction projects, and planning for the County's current and future solid waste management needs.

Essential Duties and Responsibilities

The Solid Waste Director is responsible for the following essential functions:

- Direct and supervise all department operations, including landfill facilities, convenience centers, recycling programs, and related solid waste services.
- Ensures compliance with applicable federal and state environmental laws, TDEC regulations, permits, approved engineering plans, and landfill operating requirements.
- Oversees landfill operations, including waste acceptance and disposal, compaction, daily cover, drainage, leachate collection, landfill gas management, groundwater monitoring, and stormwater controls.
- Coordinates required environmental inspections, testing, monitoring, recordkeeping, regulatory reporting, and corrective actions.
- Oversees landfill construction, expansion, closure, and post-closure activities, coordinating with engineers, consultants, contractors, and regulatory agencies as needed.
- Ensures required certified landfill operators and attendants are maintained at applicable facilities in accordance with TDEC requirements.
- Supervises department employees, establishes work assignments and expectations, and addresses personnel matters in accordance with County policies and procedures.

- Develops and monitors departmental operating and capital budgets; oversees revenues, expenditures, collections, purchasing, and financial records in coordination with the County Finance Department.
- Ensures landfill financial activities comply with applicable state accounting requirements, including enterprise fund and uniform solid waste accounting requirements.
- Oversees the maintenance, repair, and replacement of department equipment, vehicles, machinery, and facilities.
- Ensures appropriate workplace safety practices, employee training, and use of required personal protective equipment.
- Coordinates recycling, waste reduction, household hazardous waste activities, and other solid waste programs; identifies potential grant and funding opportunities.
- Provides operational and financial information for regional solid waste planning, including waste quantities, disposal capacity, recycling activities, and future facility needs, in coordination with applicable regional planning efforts under T.C.A. § 68-211-815.
- Prepares and submits required operational, financial, environmental, and regulatory reports.
- Represents the County in meetings and communications with TDEC, regional solid waste organizations, municipalities, contractors, and other governmental agencies.
- Responds to public inquiries and provides information regarding department services, operations, and solid waste management activities.
- Coordinates with other County departments regarding equipment, personnel, and services needed.

Minimum Training & Qualifications

- High school diploma or equivalent.
- At least five (5) years of progressively responsible experience in solid waste management, landfill operations, environmental compliance, public works, or a related field.
- Current Tennessee Certified Landfill Operator certification, or the ability to obtain certification within six (6) months of employment, subject to applicable TDEC eligibility, training, examination, and certification requirements.
- Ability to maintain all certifications and continuing education required for the position.
- Valid Tennessee driver's license and eligibility to be insured under the County's vehicle insurance policy.
- Knowledge of applicable federal and Tennessee environmental laws, regulations, and requirements related to solid waste management and landfill operations.
- Knowledge of landfill design, construction, operation, closure, and post-closure requirements.
- Knowledge of Class I and Class IV landfill operations, waste classification, disposal practices, and environmental monitoring systems.
- Knowledge of landfill equipment and machinery, soils, compaction, drainage, and basic engineering and construction practices.

	• Knowledge of permitting, inspections, environmental monitoring, recordkeeping, and regulatory reporting requirements. • Knowledge of budgeting, financial administration, purchasing, revenue collection, and applicable solid waste accounting requirements. • Ability to interpret permits, engineering plans, technical reports, and applicable regulations. • Ability to prepare accurate operational, financial, and regulatory reports and manage departmental budgets. • Ability to supervise employees, manage projects, make sound decisions, and communicate effectively with County officials, regulatory agencies, employees, contractors, businesses, and the public.
Preferred Qualifications	• College degree in environmental science, environmental engineering, civil engineering, construction management, business administration, public administration, or a related field. • Supervisory or management experience in solid waste management, landfill operations, public works, or a related field. • Completion of the CTAS Solid Waste Professionals Certificate Program. • Additional training or certifications related to landfill operations, environmental compliance, safety, or solid waste management. • An equivalent combination of education, training, and experience may be considered
Physical Requirements & Work Environment	Work is performed in both an office setting and outdoor operational areas, including landfills and convenience centers. The position requires regular visits to department facilities and may involve exposure to varying weather conditions, uneven terrain, dust, noise, and operating heavy equipment. The employee must be able to inspect facilities and access operational areas as necessary to perform the duties of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.
Disclaimer	This job description is intended to describe the general nature and level of work performed by the Director of Sanitation. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required for the position. Duties and responsibilities may be modified or assigned as departmental and County needs change. The employee is expected to perform all duties in accordance with applicable laws, regulations, and Jefferson County policies and procedures.

Jefferson County is an Equal Opportunity Employer and does not discriminate in employment based on race, color, religion, sex, national origin, age, disability, or any other status protected by law. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to qualified individuals with disabilities.

Employee Signature	Date
Supervisor Signature	Date