



## JOB DESCRIPTION

---

<b>Position Title:</b>	<u>Facility Director, FFLF</u>	<b>Department:</b>	<u>Operations</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>Chief Operating Officer</u>
<b>Grade:</b>	<u>19</u>	<b>Working Status:</b>	<u>Full Time</u>
<b>Effective Date:</b>	<u>April 2016</u>		

---

### **Job Summary:**

The Facility Director, FFLF is responsible for the daily operation of the LCSWMA Frey Farm and Creswell Landfills within all regulatory guidelines and requirements, and LCSWMA Policies and procedures in line with the strategic objectives of LCSWMA.

### **Job Responsibilities:**

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Oversee the organization of work for staff, develop long-term plans, and anticipate potential problems to reach the goals of the department to work towards proactively planning for risk mitigation.
- Effectively communicate all activities and concerns to the COO to avoid operational inefficiencies.
- Oversee the development and institution of staff training to ensure optimum staff performance.
- Develop and manage the facility budget, maximizing resources in order to detect deviations on the budget.
- Ultimately accountable for management of facility personnel to accomplish facility goals.
- Serve as the second point of contact to resolve employee conflict within the department to create a better work environment.
- Organize and prioritize equipment and building preventive maintenance and unscheduled repairs in order to obtain the goals of the department.
- Manage staff to maintain equipment availability to meet all state and federal regulations, and accomplish facility goals.
- Conduct the final round of interviews, overseeing the hiring process and maintenance of competent employees to optimize the performance of the department with the right people and capabilities.
- Oversee communications to the staff and customers in order to clarify LCSWMA policies and procedures as it relates to the facility.
- Ensure adequate assistance is provided to all personnel for the proper execution of their required tasks to avoid accidents or incident during the work.
- Ensure the proper equipment and supplies are available for performance of all daily activities, as well as, scheduling of personnel for daily duties to ensure optimal performance of the facility.
- Oversee the completion and authorization of weekly time cards for facility personnel to comply with HR policies.
- Report all equipment and property purchases, disposals or transfers to Accounting department in a timely manner in order for the organization to record it accurately.
- Operate facility within LCSWMA and regulatory parameters.
- Report all accidents/incidents to appropriate personnel in a timely manner.
- Manage outside hauling requirements with customer contacts to ensure hauler availability.
- Maintain excellent customer service to present a positive image to the users/Authority.
- Learn and maintain working knowledge of PC Scales software program and monitor scale house operations to meet business objectives for the facility.



## JOB DESCRIPTION

- Maintain a strong understanding and working knowledge of facility operations to be able to run the facility efficiently.
- Maintain knowledge of acceptable waste streams to prevent unauthorized waste types from being delivered to the facility to prevent penalties from the Authority.
- Ensure the maintenance of accurate and complete daily log and operational reports for facility.
- Follow Sustainability Plan guidelines to implement operational improvements.
- Ensure the coordination of quarterly safety training and participate in Safety Focus Group in order to reduce the number of accidents/incidents during the work.
- Accompany all PADEP Inspectors and regulatory personnel and prepare timely and accurate written documentation on inspections to guarantee the compliance all the policies and regulations.
- Oversee the implementation of all remedial activities as required by PADEP regulations to ensure compliance.
- Understanding of the LCSWMA Environmental Management System (ISO 14001).
- Effectively communicate the EMS policy to staff and outside vendors and contractors.
- Operate facility within LCSWMA, ISO 14001, and regulatory parameters.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.

### **Education, Training, Certification or Experience:**

- High School degree with 5-8 years of experience in similar position or related field or a comparable combination of education and experience.
- Minimum of 3 years previous supervisory experience.
- Ability to obtain and retain SWANA Certification (MOLO) Manger of Landfill Operations.
- Strong understanding and knowledge of DOT and Preventive Maintenance requirements for trucks and heavy equipment.
- Working knowledge of grounds maintenance techniques and equipment.
- Strong understanding of Subtitle D Landfill design and operation.

### **Technical Competencies:**

- Excellent customer-facing, presentation and negotiation skills
- Excellent written, verbal, and non-verbal communication skills
- Strong organizational, analytical and problem solving skills and the ability to work independently with limited supervision
- Proficiency in Word and Excel
- Good math, reading and writing comprehension



## JOB DESCRIPTION

### Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the organization; for example, making efforts to learn about issues relating to other parts of the business.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation
- **People Development:** Builds capability of others by teaching, coaching and/or mentoring them to do an excellent job for the long-term. Specifically, provides constructive feedback; for example, encouraging others to assess how things have gone, and learn from their experiences.
- **Customer Focus:** Identifies and meets the needs of internal and external customers, being continually focused on outcomes for customers. Specifically, improves service; for example, asking for customers feedback and takes action for improvement.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_