



JACKSON COUNTY ADMINISTRATOR  
COUNTY OF JACKSON

**Job Description**

<b>Position Title:</b> Landfill Operations Coordinator	<b>Department:</b> Solid Waste
<b>Reports to:</b> Jackson County Administrator	<b>FLSA Status:</b> Non-exempt
<b>Pay Range:</b> \$22-26.25/hour	<b>Wage Type:</b> Full Time, Hourly

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

**Position Summary**

The Landfill Operations Coordinator is responsible for planning, coordinating, and managing the day-to-day operations and activities of the Jackson County Landfill, located at 651 Jackson County Road 51 in Walden, Colorado. This role oversees the handling of municipal solid waste (MSW), metals, special waste (including e-waste), tires, and all other county-related waste streams. The coordinator ensures compliance with all applicable local, state, and federal regulations, including those set by the Colorado Department of Public Health and Environment (CDPHE) and the County's Design and Operation Plan. The position works closely with the County Administrator to maintain efficient and effective landfill operations and engages with the public to promote positive interactions and service.

**Roles and Responsibilities**

- Oversee daily operations of the Jackson County landfill.
- Coordinate with Administrator to ensure the Jackson County Landfill is in compliance with all departmental, local, state of Colorado, and Federal policies, procedures, rules and regulations, including CDPHE and EPA.
- Demonstrate knowledge of Jackson County Landfill Engineered Design & Operations Plan (EDOP), including maintenance of routine inspections and testing, as well as record-keeping and reporting requirements.
- Oversee operators to make sure work is completed in a safe productive manner.
- Enforce applicable safety rules and regulations; instruct and train employees in proper safety procedures and applicable rules;
- Monitor leachate operations, ground water monitoring, leachate collection, methane testing and other related work;
- Coordinate with Administration office to provide daily account paperwork for billing purposes;
- Respond to inquiries, requests from individuals, vendors, or public/private haulers using the facility regarding landfill use.

**Licenses or Certificates**

- High school diploma required, with at least one year of supervisory or operational experience
- Completion of internal training videos
- Possession of a valid Colorado driver's license

**Knowledge, Skills & Abilities**

- Knowledge of Federal, Colorado, and local policies, procedures, and environmental regulations governing the use of the County landfill;
- Knowledge of ground water monitoring, sampling and testing as related to sanitary landfill operations;
- Good knowledge of the principles and practices of effective and efficient solid waste management; ability to analyze operations and techniques for effectiveness; skills in customer-friendly operations;
- Good knowledge of safety precautions required and the hazards involved in the operation of heavy machinery and equipment;
- Ability to organize, plan, coordinate and direct landfill projects and activities;
- Communications skills including the ability to prepare, understand, interpret, and communicate effectively information and materials of a complex and technical nature;
- Ability to establish and maintain cooperative relationships with contractors and vendors, local businesses, the general public, and County officials;
- Experience in the use of MS Office (especially Excel and Word) and Google Suite

**Materials & Equipment Directly Used & Management Requirements**

- Operate Landfill Compactor as needed.
- Operate snow removal equipment as needed.
- Oversee that all equipment is properly used in a manner that protects County investments.
- Ensure all equipment is serviced regularly per manufacturer's recommendations, and schedule services as needed.
- General knowledge of heavy equipment maintenance and repairs; ability to troubleshoot problems, conduct basic services and repairs if needed.
- Maintain a professional relationship with parts, service, and sales representatives for each equipment manufacturer and their field technicians.
- Special Waste: PPE, spill prevention and cleanup systems.
- Operate other heavy equipment as necessary: loader, excavator, backhoe, dozer, water truck

**The Work Environment and its Physical Demands**

- Physical condition commensurate with the demands of the position.
- Hear normal conversational tones and a wide variety of tones associated with equipment and emergency alerts.
- Understand and follow oral and written instructions and procedures. Concentrate and pay close attention to detail. Maintain confidentiality.
- Ability to analyze information in order to develop and implement goals and objectives.
- Strong ability to understand, interpret, and enforce rules, policies and regulations.
- Physical flexibility needed to bend, stoop, kneel or otherwise move around while accomplishing various maintenance tasks, using tools, equipment and supplies.

- May be exposed to adverse weather conditions, including severe cold temperatures, wind, heavy snow, ice, and rainfall.
- May be exposed to high noise levels, common industrial materials rated as hazardous, and hazardous mechanical and electrical equipment.
- Ability to respond to emergencies.
- Frequent exposure to loud noise, dust, hazardous materials, and heavy equipment.
- Ability to lift up to 75 lbs. and perform physically demanding tasks.
- Extended or irregular work hours may be required on occasion.

#### **Non-Essential Duties and Responsibilities**

- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Jackson County employees may be required to work as needed
- Performs other duties as appropriate or necessary for performance of the job

This job description is not intended to provide an all-inclusive list of all duties, responsibilities, or qualifications associated with the job. Nothing in this job description restricts Jackson County's ability to assign, reassign or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions, but those functions may change at any time as the needs of the County change, or for other reasons deemed appropriate in the sole judgment of the County.

It is the policy of Jackson County Government not to discriminate on the basis of race, sex, color, national origin, religion, age, physical or mental disability, medical condition, marital status, veteran status, political affiliation, or any other applicable status protected by Federal, state, or local law.

**This job description does not constitute an employment agreement.**

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Signature

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Date