

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Postclosure Supervisor	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition:** To plan, organize, direct, and supervise the Landfill Postclosure Maintenance Operation within the Public Services Division, including maintenance of the landfill cap, maintenance and operation of the gas collection and control system, operation of the City's landfill gas to energy systems, and to perform a variety of technical tasks relative to assigned area of responsibility. Employee may perform the most difficult and complex postclosure maintenance duties requiring expertise in equipment operation, gas production, and destruction and leachate management.

**Supervision Received and Exercised:** Receives direction from the Streets and Landfill Closure Manager; exercises direct supervision over assigned maintenance, clerical, and technical personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Recommend and assist in the development and implementation of postclosure goals and objectives; establish schedules and methods for postclosure maintenance; implement applicable City, department, and division policies and procedures; and provide technical assistance for planning, construction, and maintenance activities.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in operating and maintaining landfill postclosure systems and infrastructure, including the landfill cap, gas and leachate collection systems, gas and leachate pumps and wells, the landfill gas flare, gas compressor stations, and microturbines.
3. Evaluate the effectiveness of the Postclosure Operation, recommend improvements and modifications, perform emergency repairs as necessary, and prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations and justifications for additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget; and monitor and control expenditures.
5. Participate in the selection of staff, provide or coordinate staff training necessary to maintain and operate postclosure systems in compliance with regulatory

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requirements, set employee performance goals, work with employees to correct deficiencies, and implement discipline procedures.

6. Answer questions and provide information to the public, investigate complaints, and recommend corrective action as necessary to resolve complaints.
7. Monitor and control supplies and equipment; order supplies, equipment, and tools as necessary; and prepare documents for equipment procurement.
8. Perform and/or directly oversee the most complex postclosure maintenance duties, provide technical assistance to crews, and develop Standard Operating Procedures for new and evolving duties.
9. Establish annual schedules for postclosure regulatory monitoring and maintenance activities, and prepare routine reports in compliance with regulatory requirements.
10. Participate in routine meeting with other City departments and staff to effectively plan and coordinate work projects.
11. Coordinate and monitor work activities of landfill services contractors.
12. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of postclosure maintenance; equipment, tools, and materials used in maintenance of leachate systems, gas extraction systems, storm systems, and cap repair; principles of supervision, training, and performance evaluation; principles of budget monitoring; principles and practices of safety management; and pertinent local, State, and Federal laws, ordinances, and rules.

Ability to: Organize, implement, and direct postclosure maintenance operations; use personal computers, field test equipment, and meters; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train, and evaluate assigned staff.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of increasingly responsible experience in construction, preferably in landfill maintenance, including two years of lead responsibility. Completion of the 12th grade, supplemented by courses in construction management and supervision or the City's supervisory training course.

**Required Licenses or Certificates:** Possession of a valid Class C California Driver License and a 40-hour Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certification required at the time of appointment. Manager of Landfill Operations Certification (MOLO) required within one year of appointment.

Established: December 1994

Revised: September 2020

HRD/CLASS SPECS

Postclosure Supervisor