



Position Description: **ADDENDUM**

Kenai Peninsula Borough

Landfill Manager – Homer

Service Type: Administrative, Level 3

Definition: Under the direction of the Solid Waste Director, or their designee the **Landfill Manager** administers the efficient and costeffective operation of the Homer landfill while meeting or exceeding the requirements of the Alaska Department of Environmental Conservation landfill operating permit and the environmental laws, rules and standards of the State of Alaska and Federal Government. This position is responsible for support of contracted landfill sites.

Minimum Qualifications: Bachelor's degree in related field and two years of progressively more responsible management experience in the related field; or Associate's Degree in related field and at least four years of progressively more responsible management experience in the related field; or a minimum of six years of progressively more responsible management experience in the related field which demonstrates the ability to perform the duties of the position. Minimum of two years' work experience in the last 10 years operating heavy equipment. Must possess proven leadership abilities, interpersonal skills, and written and verbal communication skills to perform this role in a professional manner. Must possess analytical thinking skills and show a history of successful multitasking in a fast-paced environment. Must possess an intermediate working knowledge of MS Word, Excel and Outlook. A valid, unrestricted Alaska driver's license is required. Must be currently certified as a landfill manager (SWANA) or have the ability to obtain and sustain certification within twelve months.

Preferred Knowledge and Skills: Experience with the administration of contracts and working with contractors. Working knowledge of Subtitle D landfill regulations, knowledge of Alaska Pollutant Discharge Elimination System (APDES), and knowledge and experience with erosion control practices and devices. Management experience leading bargaining unit employees.

Required Training: Must complete training as required. Training may include, but will not be limited to, 40-hour hazardous waste certification, Manager of Landfill Operations certification, first aid, CPR, asbestos, CDL (commercial driver's license), OSHA or other health and safety training, and computer training.

Essential Functions:

1. Manages the operation of the Homer landfill and prepares environmental compliance reports, maintains site records, inspections, operational and maintenance logs for equipment and facility, parts supplies, inventory, personnel information, in written or computerized format as directed.
2. Prioritizes and schedules landfill operations, maintenance of landfill facilities, equipment and infrastructure. Calculates disposal volumes and densities from surveys.
3. Participates in the selection of department personnel. Ensures training and development needs are met for staff members, laborers, and vendors associated with project work.
4. Provides performance evaluation and feedback to team members, utilizes coaching and counseling techniques, as well as progressive discipline for performance deficiencies.
5. Operates, Maintains, repairs, and constructs improvements to solid waste equipment, vehicles, site and facilities and operates all heavy equipment and waste processing equipment in the facility and disposal areas. Maintains records, and monitors data.
6. Prepares requests for proposals, invitations for bid, specifications and contract documents as needed.
7. Supports the preparation, administration and oversight of the site contracts for Anchor Point, McNeil, Nanwalek, Port Graham and Rocky Ridge (Seldovia).
8. Participates in, reviews and updates the landfill operations plan, storm water pollution prevention plan, and environmental monitoring plan.
9. Collects samples and/or performs testing of water, soil and landfill gas as needed.
10. In conjunction with the KPB Safety Officer, the Landfill Manager will assist in the development of safety programs and conducts health, safety and other training. Ensures activities are conducted in a safe manner and that structures, utilities/services, and equipment comply with applicable codes and regulations.

11. Administers the Landfill budget, approves purchases and payments related to Landfill operations. Prepares draft annual landfill operating budget based on cost projections, new projects and estimated operating costs.
12. Proposes capital improvements, participates in the review of designs prepared by consultants, and oversees minor capital projects.
13. Supervises infrastructure additions and/or improvements.
14. Performs and/or supervises, environmental or geotechnical monitoring, site maintenance and surveying by staff and/or consultants.
15. Prepares reports and summaries for the Solid Waste Director or designee.

Other Duties:

1. As assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Other Requirements:

Examination: A medical examination is required upon hire and at least every two years as prescribed by the employer.

Position Description Record:

Date Updated: 02.23.2026

Reason for Update: Created "Homer" Landfill Manager addendum to Manager
