

# LANDFILL MANAGER VACANCY



## National Solid Waste Management Authority

P.O. Box 2224, St. John's Antigua, Antigua W.I.  
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## **WE ARE HIRING**

The National Solid Waste Management Authority is seeking to recruit highly qualified and motivated individual to fit the position of a *Landfill Manager*

### *JOB FUNCTION*

The **Landfill Manager** administers the efficient and cost effective operation of the landfill while meeting or exceeding the requirements of environmental laws, rules, regulations and standards governing Antigua and Barbuda. The Manager should be able to provide efficient solutions to address existing or emerging problems covering sound waste management practices and operations at the Cook's Sanitary Landfill and Civic Amenity Site.

### *PRINCIPAL RESPONSIBILITIES*

1. Monitors the operation of the landfill and prepares environmental compliance reports for NSWMA.
2. Monitor payment and billing procedures
3. Assign, schedule, and supervise the work and performance of subordinates
4. Administers the Landfill budget, approves purchases and payments related to Landfill operations.
5. Prioritizes and schedules maintenance within the landfill facilities along with equipment.
6. Designs and supervises infrastructure additions and/or improvements.
7. Prepares and administers contracts for site contractors and consultants.
8. Reviews and approves designs prepared by consultants.
9. Reviews and approves environmental and geotechnical monitoring reports prepared by consultants.
10. Performs and/or supervises surveying by staff and/or consultants as needed for site maintenance, environmental or geotechnical monitoring.

11. Prepares reports and summaries for the General Manager and/or Board of Directors.
12. Supports the General Manager and follows through with details as assigned.
13. Reviews and updates the landfill operations plan, storm water pollution prevention plan, environmental monitoring plan and integrated contingency plan.
14. Collects samples and/or performs testing of water, soil and landfill gas as needed.

***OTHER DUTIES AND RESPONSIBILITIES:***

1. Prepares annual landfill budget based on cost projections, new projects and estimated operating costs.
2. Proposes capital improvements and oversees current projects.
3. Prepares Requests for Proposals, Specifications and Contract Documents, Task Order Memoranda and Change Orders for capital improvements
4. Enforce new and established safety rules and protocols
5. Responsible for interviewing, selecting and ensuring training and development needs are met for staff members, laborers, and vendors associated with project work
6. Provides Annual Performance Evaluation and feedback to team members, utilizes coaching and counseling techniques, as well as progressive discipline for performance deficiencies.
7. Scheduling responsibilities for staff, laborers and vendors related to project work
8. Other duties as assigned, and as needs are determined.

***MINIMUM QUALIFICATIONS & CRITICAL SKILLS:***

1. Bachelor's degree in Environmental Engineering and Science or a related field required; Master's Degree preferred
2. Certified as a Landfill Manager or ability to obtain certification within one (1) year is required
3. A Minimum of ten (10) years of experience in a leadership role in a related field.
4. Prior experience in the waste disposal and/or Waste-to-Energy field very desirable
5. Basic surveying experience with Total Station surveying instruments and the ability to train staff in its use.
6. Ability to prepare topographic survey drawings and calculate waste and earthwork volumes using CAD software.
7. Knowledge and experience with Landfill fires, erosion control practices and devices
8. Analytical thinker who can multi-task, is a self-starter and is very organized
9. Proven leader, motivator, clear communicator and team player
10. Solid knowledge of Microsoft Office Suite of products
11. Good verbal and written communication skills

*Email your resume to the General Manager at: [nswma@solidwaste.gov.ag](mailto:nswma@solidwaste.gov.ag) indicating the position that you are applying for by August, 31<sup>st</sup> 2023. ONLY suitable applicants will be contacted*