



Operations Supervisor

Department: Resource Management Services

Revised: April 22, 2025

DESCRIPTION

Under the direction of the Assistant Operations Manager, the Operations Supervisor is responsible for the daily waste placement operation. This is a working position and must have the ability to perform tasks of any heavy equipment operator. Work is performed under general supervision of the Assistant Operations Manager.

SPECIFIC DUTIES

- Insures proper processing of all waste is done according to DEP regulations.
- Operates all landfill equipment effectively such as but not limited to dozers, loaders, compactors, and trucks.
- Knowledge of landfill procedures such as but not limited to: garbage compaction, garbage placement, building outside slopes, and maintaining proper lift sizes.
- Coordinates all landfill operations with the Operations Assistant Manager.
- Ability to carry out and supervise any and all landfill procedures that may become necessary.
- Reports any equipment in need of repair being used by employees under his supervision.
- Coordinates with the on-site engineer to assure proper development of the landfill.
- Perform Radiation gate monitor checks when the employee is Saturday Supervisor and in the absence of the Environmental Technician.
- Coordinates with the gas crew so that gas vents are built as needed, and gas lines are not damaged.
- Oversees the proper covering of liners that are in the new fields as they are constructed.
- Supervises the repair of leachate out breaks on the landfill site.
- Oversees the seeding, mulching, and placement of topsoil on all finished areas on the landfill itself.
- Oversees the use and repair of the tarp machine, and the repair of the tarps used in nightly cover activities.
- Monitors activities of the projects underway daily for possible safety issues that could be harmful to any person or equipment, then report and remedy the problem immediately.
- Maintains accurate records on work performed daily whether labor duties or equipment usage.

- Proper operation of all landfill equipment in a safe and effective manner according to Lycoming County Resource Management Services safety rules and regulations.
- Performs maintenance checks daily and routine maintenance, fueling, oil and fluid topping.
- Performs daily and routine cleaning of equipment.
- Evacuates, loads and transports earth cover, shale or stone to the screen plant or crusher unit for processing. Reloads and transports the desired product to different areas as needed.
- Constructs and maintains access roads, and keeps roads clear of rocks and other obstruction.
- Maintains dust control on all access roads.
- Maintains a clean, safe, stable pad and working area wherever working on site.
- Performs routine snow plowing and cindering when needed on and off site.
- Uses GPS, laser equipment and lock level.
- Assists with maintenance and repairs of the landfill site where needed.
- Responsible for recording of daily grid system as per DEP regulation.
- Performs tasks for other RMS divisions as assigned, including but not limited to earth moving operations, waste movement operations, gas collection operations, leachate operations, recycling collection operations, recycling processing operations, transfer station processing operations, transfer station truck driving operations, support functions, etc.
- Assists in compliance related tasks and programs as assigned, including but not limited to odor control systems.
- Other duties and responsibilities as assigned (re-vegetation, fertilizing, seeding, and mulching, picking up litter, assisting with other maintenance assigned by the Operations Manager, and working on RMS divisional operations as requested).

WORKING CONDITIONS

This position will be out in all types of weather conditions. Working in and around certain types of waste and work situations that could be hazardous to your health. Work irregular hours when required or in emergency situations. Mandatory overtime may be a necessary function of this position.

SUPERVISORY RESPONSIBILITIES

Supervises and evaluates heavy equipment operators within the landfill section.

JOB REQUIREMENTS

- Requirements include Trade School Certificate OR four (4) years of related experience.
- Ability to analyze difficult operational problems and make sound recommendations.
- Ability to work well with others and carry out assignments with minimal supervision.
- Knowledge on basic surveying methods.
- Ability to interact with employees at all levels of the organization and general public.
- Ability to be trained in first aid and CPR.

- Ability to follow a grade and use laser equipment and hand level.
- Ability to read and follow instructions.
- Ability to perform work with minimal supervision.
- Must possess a valid Pennsylvania driver's license.
- A valid CDL Class A with tanker endorsement, licensed to drive trucks with manual transmission and have a valid CDL medical certificate.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer