

## Solid Waste Transfer Station Manager

The Manager oversees daily operations, personnel, and safety compliance at waste management facilities, ensuring efficient disposal and recycling activities. Key responsibilities include supervising staff, managing heavy equipment operation and maintenance, regulatory compliance (EPA/OSHA), public relations, and budget administration.

**Distinguishing Features of the Position:** The Manager oversees the activities of the landfill public use areas during normal hours of operation and provides information to the public about County regulations concerning solid waste disposal and recycling. The incumbent supervises the work of Part-Time employees and works under the supervision of the County Administrator. The incumbent demonstrates the ability to deal firmly and assertively with citizens in matters concerning use of the public area and recycling regulations. The incumbent also demonstrates the ability to communicate effectively with other employees and the ability to operate equipment to keep landfill public use areas clean and safe.

**Core Responsibilities** Operational Management; Directs daily activities of two transfer stations, including waste sorting, loading, transport, and hazardous waste sections. Hires, trains, schedules, and evaluates staff, including providing corrective action when necessary. Ensures facility adheres to federal, state, and local environmental and safety regulations (e.g., OSHA, EPA). Schedules and oversees preventative maintenance for heavy machinery and station infrastructure. Manages public inquiries, complaints, and ensures safe, efficient public access to disposal areas. Manages site budgets, approves invoices, and tracks expenditures.

**Required Qualifications** Previous experience in solid waste management, public works, or landfill operations, typically with supervisory roles. Strong understanding of environmental regulations, safety protocols, and heavy equipment operation. Holds a Waste Management Facility Operators Class I License or can obtain a license within nine (9) months of employment. Excellent leadership, communication, and conflict-resolution skills, alongside basic computer literacy for reporting.

**Minimum Education and Experience:** Graduation from high school and three (3) years of related experience in a laborer or equipment operator capacity; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Additional Requirements:** Possession of a valid driver's license issued by the State of Virginia, and possession of a Waste Management Facility Operators Class I License.

**Physical Requirements** This is a working supervisor role requiring physical exertion, including standing, lifting, and working outdoors in various weather conditions. A Virginia Erosion and Sediment Control Certification or the ability to obtain one is desirable.

Apply by requesting an application by email to [abryson@craigcountyva.gov](mailto:abryson@craigcountyva.gov), or at the County Administrator's office, 108 Court Street, New Castle, VA 24127. All applications must be received in the County Administrator's Office no later than 12:00 noon on May 13<sup>th</sup>, 2026, to be included in the first review of applicants. Position is open until it is filled.

Craig County is an equal opportunity employer.