

Recruitment Profile



SUPERVISOR – LANDFILL DOUGLAS WYOMING



Our Community is
Recognized as the Jackalope Capital of the world. Douglas, Wyoming is located in east central Wyoming in Converse County. Douglas has a diverse economy and a high quality of life grounded in traditional family values. With a population of 6,386, our legacy is rooted in the Oregon Trail pioneers, railroads and, of course, the wild western frontier. That pioneering spirit essential to survive in the old west, still exists.

Our City:

Our City is an attractive, friendly community with a sense of caring, pride and place. **Our City** history and small town values create identity for the present and vision for the future. **Our City** values the contributions of our citizens.

Our City invests in our community to create a diversified healthy economy and encourage responsible, progressive development.

Our City strives to provide and ensure safety and aesthetically pleasing businesses and homes, and a community to be proud of through current and long range planning for the community.

Our City is committed to providing the leadership necessary to meet long-term growth demands while protecting our quality of life.





Douglas sits beside the North Platte River and is only a short distance from the Medicine Bow National Forest and Glendo Reservoir. This beautiful location offers many outdoor recreational opportunities such as hunting, fishing, boating, hiking, camping, and more!

Douglas is located north of Cheyenne and southeast of Casper. An international airport is located one hour away in Casper, Wyoming with direct flight service to Denver, Colorado, and Salt Lake City, Utah.



Douglas operates under a Mayor, Council form of government, consisting of five members, with an appointed City Administrator. The City Administrator provides overall supervision for all city departments including Public Works and Utilities, Police, Community Development, and Finance and Administration.



Candidate Profile

The Landfill Supervisor for the City of Douglas will be a responsible individual who possesses technical and supervisory knowledge and experience in landfill and recycling operations.

The Landfill Department operates a transfer station open 6 days a week. Preparation of waste to be hauled out of the transfer station & maintaining the construction & demolition pit, covering approximately 60,000 cubic yards per year are major tasks. Keeping the access roads graded and composting of yard waste are also performed by the department

Position Description Overview

The Landfill Supervisor will perform a wide variety of duties including coordinating the activities and operations of the streets and sanitation departments.

Major tasks will include:

- Directs maintenance workers in carrying out a variety of tasks related to maintenance of landfill operations.
- Devises schedule of work or itinerary, agenda, or timetable for subordinates within the work unit.
- Inspects work areas to perceive or detect problems, need for repair or maintenance or other factors affecting program or work schedule.
- Evaluates work progress of subordinates.
- Determines materials, supplies, and chemicals required to fill routine needs of the work unit.
- Assists in preparation of annual budget for the work unit including capital improvements.
- Investigates complaints and resolves problems.

Education and Experience

Methods, techniques and tools used for successful operation of a solid waste facility and recycling operations is essential for the position. Knowledge of rules and equipment necessary for solid waste and recycling operations is preferred.

Five years experience in operation and supervision in solid waste is requested. Combination of experience, training and education will be considered. Landfill Operator Certificate, Landfill Manager Certificate and Class A Commercial Driver's License is required.



Compensation/Benefits

The Landfill Supervisor position has a minimum initial annual salary of \$51,527. Qualifications and experience will be evaluated.

Current benefits include medical, dental, vision, disability & life insurance; retirement pension plan; paid vacation, sick & holiday leave; and cell phone allowance.

Application Process

If you are interested in applying for this career opportunity please submit a resume including experience and certifications; a City of Douglas employment application (available on our website at www.cityofdouglas.org); either electronically or by mail to the contact information listed below.

Applications will be accepted immediately with initial review beginning February 21, 2023.

Contact Information:

City of Douglas
Mary Nicol

Administrative Services Director/Treasurer
P.O. Box 1030, Douglas, WY 82633
Ph: (307) 358-3462; Fax: (307) 358-6447
mnicol@cityofdouglas.org

Website:

www.cityofdouglas.org

The City of Douglas is an EEO/ADA/Drug Free Workplace Employer.