

Full Time Compost Facility Supervisor

The **Virginia Peninsulas Public Service Authority (VPPSA)**, a regional governmental agency dedicated to helping communities solve their solid waste management needs, is looking for a **Compost Facility Supervisor**. The VPPSA Compost Facility in Yorktown, Virginia processes over 24,000 tons of vegetative yard waste annually to produce the compost and mulch products available for sale at the site.

Some of the essential job functions of the **Compost Facility Supervisor** are as follows:

- Plan, coordinate and oversee all material processing activities
- Hire, train, and supervise Compost Facility employees
- Oversee and coordinate yard waste disposal activities by residents, communities and other users of the site
- Oversee and coordinate all material processing activities to generate consistent and marketable compost and mulch products
- Oversee the operation, maintenance, general upkeep, and appearance of the buildings , grounds, and equipment used in the processing and handling of compost and mulch materials and products
- Prepare, review, and compile necessary record keeping to document site operation, maintenance activities, and state permit requirements.
- Control system expenditures within budget limitations
- Assist the Director of Operations in the preparation of the annual budget and regular budget reviews

The Compost Facility Supervisor will report to and receive general supervision from the Director of Operations through periodic discussions and consultations.

Normal work hours are 5 days per week, 40 hours per week. Additional work over forty hours per week is expected. Hours will generally be from Monday through Friday, but Saturday work may be required from time to time. Nights or weekends may be required in emergency situations.

Proficiency with Word, Excel, PowerPoint, and the use of the internet is required.

This position requires a valid Virginia Driver's license, and a good driving record.

The **Compost Facility Supervisor** position requires graduation from high school or equivalent supplemented by technical training in compost and mulch operations and experience in the management of heavy equipment operation, *or any equivalent*

combination of training and experience which demonstrates the required skills, knowledge, and abilities.

Within 6 months from the date of hire, the Compost Facility Supervisor must be certified by the State of Virginia as a Waste Management Facility Operator I. Continued employment will be contingent upon maintaining this certification.

The Compost Facility Supervisor is a full time, salaried position and provides excellent benefits including:

- Health Insurance
- Retirement and Life Insurance
- Paid holidays, vacation and sick leave

Salary is \$50,000 or more DOQ. This position is open until filled; VPPSA is a drug-free workplace.

Submit resume to: Director of Operations
VPPSA
475 McLaws Circle, Ste 3B
Williamsburg, VA 23185