



# RICH COUNTY

## SANITATION DEPARTMENT

Notice of Employment Opportunity

## SANITATION MANAGER

<b>EMPLOYMENT STATUS</b> Full-time, non-exempt (hourly)	<b>COMPENSATION</b> <b>\$32.00 - \$35.00 / hour</b>	<b>CLOSING DATE</b> <b>Open until filled</b>
<b>DEPARTMENT</b> Rich County Sanitation Dept.	<b>ANNUALIZED (2,080 hrs)</b> approx. \$66,560 - \$72,800 / yr	<b>REPORTS TO</b> Board of County Commissioners

**WORK LOCATION:** Sanitation Office (20 S Main, Randolph) and the Rich County Landfill, Hwy 30 near Sage Creek Junction.

### POSITION SUMMARY

Rich County is seeking a dependable, hands-on Sanitation Manager to lead the County's solid waste operations from collection to disposal. This department-head role oversees residential and commercial garbage collection across Garden City, Randolph, Laketown, and Woodruff, and directs the day-to-day operation, compliance, and planning of the Rich County Landfill (a State-permitted Class II disposal facility). The Manager is responsible for the department's budget and fiscal performance, and for capacity planning for the County's seasonal Bear Lake and short-term-rental waste load.

### ESSENTIAL DUTIES

#### Collection Operations

- Plan and oversee weekly residential and commercial collection across the County's four towns.
- Manage seasonal service levels for Bear Lake tourism and short-term-rental waste.
- Maintain County containers and respond promptly to service requests and missed pickups.

#### Landfill Operations & Compliance

- Direct daily landfill operations: waste placement, compaction, daily cover, and grading.
- Operate the Class II landfill within its Utah DEQ permit and applicable regulations (Utah Admin. Code R315).
- Maintain operating records and tonnage/monitoring data; file regulatory reports on time.
- Screen incoming loads and manage special wastes (tires, appliances, refrigerant units).

#### Budget & Fiscal Management

- Build, own, and administer the department's annual operating and capital budgets, monitoring and controlling expenditures throughout the year.
- Track tipping-fee and collection revenue, manage costs, and recommend rate and fee adjustments to the Commission.

#### Staff & Administration

- Supervise, train, and schedule staff; enforce OSHA and County safety practices.
- Operate or coordinate maintenance of trucks, compactor, loaders, and rolling stock.
- Coordinate billing, pursue grants, report to the Commission, and respond to after-hours emergencies as essential personnel.

### MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3)+ years of progressively responsible experience in solid waste, landfill, heavy equipment, or public works, including at least one (1) year lead or supervisory experience.
- Valid Utah driver license. A current Commercial Driver License (CDL) is strongly preferred and will be prioritized; ability to obtain one within three (3) months of hire is acceptable.
- Ability to safely operate or learn to operate heavy equipment (compactor, loader, collection truck).

### PREFERRED QUALIFICATIONS

- Experience managing operations in a dynamic, changing environment, adapting to seasonal demand swings, weather events, regulatory changes, and shifting priorities.
- Experience with budgets, grant administration, billing systems, and public-facing customer service.

### COMPENSATION & BENEFITS

**\$32.00 to \$35.00 per hour**, depending on experience (about \$66,560 to \$72,800 per year at 2,080 hours). Benefits include health insurance, Utah Retirement Systems (URS) participation, paid leave, and paid holidays.

### HOW TO APPLY

Download the Rich County Job Application online at [richcounty.gov/jobs](http://richcounty.gov/jobs), or pick one up at the Clerk's Office in the County Courthouse (20 S Main, Randolph). Submit the completed application and resume by:

- **Email:** [apeart@richcounty.gov](mailto:apeart@richcounty.gov)
- **Mail:** Rich County Clerk, P.O. Box 218, Randolph, UT 84064
- **In person:** Rich County Clerk's Office, 20 S Main Street, Randolph

**Questions:** Rich County Clerk's Office, (435) 793-2415. A signed background-check authorization is also required.