



<https://www.scilandfill.com/>

Job Description

Title: Assistant Landfill Manager

Reports To: Landfill Manager

FLSA Status: Exempt (Full-Time)

Position Overview

The South Central Iowa Landfill Agency (SCILA) is seeking a highly motivated and skilled professional to serve as Assistant Landfill Manager. This position will work closely with the current Landfill Manager to oversee daily operations, ensure regulatory compliance, maintain strong community relationships, and uphold fiscal responsibility. The intent of this position is to transition into the Landfill Manager role upon the retirement of the current Manager.

Operations Management

- Assist in the daily oversight of landfill operations, including waste acceptance, scale operations, equipment management, general office and site maintenance. General office skills are required.
- Assistant Manager is responsible for supervising and supporting landfill staff, contractors, and service providers to ensure safe, efficient, and effective operations.
- Collaboratively monitor facility performance and recommend improvements to extend site longevity and enhance service delivery.
- Maintain safety and environmental standards in all operational activities. Work performed in a typical office or administrative environment and not exposed to adverse environmental conditions or inside and outside and includes being exposed to extreme temperatures.

Public Service, Messaging & Communications

- Serve as a key point of contact for the public, local governments, Board of Directors, and partner agencies.
- Assist with public outreach, education, and messaging regarding landfill services, recycling programs, and environmental stewardship.
- Represent SCILA at meetings, community events, and public forums to provide clear and accurate information.
- Support positive relationships with stakeholders, ensuring transparency and responsiveness to community needs.

Fiscal Responsibilities

- Assist in preparing and managing annual budgets, financial reports, capital improvement plans and cost projections.
- Monitor revenues and expenditures to ensure responsible use of agency resources.
- Research and recommend grant opportunities, partnerships, and cost-saving measures.
- Process pay applications and disburse payment.
- Work with the Manager and Board of Directors on financial planning, investment management, and long-term capital improvement needs.

Regulation & Compliance

- Assist in ensuring landfill operations comply with all applicable local, state, and federal regulations, including environmental, safety, and reporting requirements.
- Maintain accurate records, permits, and compliance documentation.
- Assist in coordinating inspections, audits, and regulatory reviews.
- Stay informed on changes to environmental regulations and industry standards and recommend updates to SCILA practices accordingly.

Minimum Qualifications

- Strong knowledge of environmental regulations, financial management, and personnel supervision.
- Excellent communication, problem-solving, and leadership skills.
- Demonstrated ability to work effectively with elected officials, regulatory agencies, and the public.
- Valid Iowa driver's license.

Preferred Qualifications

- Certified Landfill Operator
- Household Hazardous Waste Certificate

- Bachelor's degree in Environmental Science, Public Administration, Business Administration, Engineering, or a related field.
- Master's degree or professional certifications in solid waste management, environmental compliance, or public administration.
- Minimum 3–5 years of progressively responsible experience in solid waste, public works, environmental services, or related fields.

Career Path

This position is designed as a succession role. The selected candidate will receive comprehensive training and mentorship from the current Landfill Manager, with the potential of advancing to the Landfill Manager position upon their retirement.

Compensation & Benefits

- Competitive salary based on qualifications and experience.
 - Expected Hiring Range \$72,000 - \$77,000
- Health, dental, and vision insurance.
- Retirement benefits through Iowa public retirement systems (IPERS).
- Paid time off (vacation, sick leave, holidays).
- Professional development and training opportunities.

Application Process

Interested applicants should submit a cover letter, resume, and three professional references to the South Central Iowa Landfill Agency at scila.resume@gmail.com by 6/30/2026

The SCILA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SCILA will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

SCILA reserves the right to update this job description as deemed necessary at any time.