



Sanpete Sanitary Landfill Cooperative

Application for Part-Time Administrator Position

Contact for Inquiries:

Steve Anderson, Temporary Administrator

Phone: 801-641-3598

Email: steveand1972@gmail.com

1. Applicant Information

- **Full Name:** _____
 - **Address:** _____
 - **City/State/Zip:** _____
 - **Phone Number:** _____ **Email Address:** _____
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2. Position Details

- **Position Title:** Sanpete County Landfill Co-Op Administrator (Part-Time Contract)
 - **Salary Range:** \$24,000.00 – \$36,000.00 per year (Negotiable based on experience and qualifications)
 - **Application Dates:** First round of considerations; Open February 21st – March 12th by 5pm.
 - **Probationary Period:** Yes, 90 days before the position is guaranteed
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3. Experience & Qualifications

Please provide a brief description of your background and experience relevant to the following responsibilities:

- **Overseeing Landfill Operations:**
Experience supervising contract operators and ensuring smooth daily operations.
- **Planning & Coordination:**
Ability to develop and maintain a General Plan and Site Growth Plan; coordinating with operators.
- **Maintenance & Infrastructure:**
Experience in overseeing and maintaining site infrastructure, office buildings, scales, equipment, and related assets.
- **Accounting & Reporting:**
Familiarity with reviewing tonnage reports, verifying accounting records, invoicing, and fee schedule adjustments; experience in preparing financial reports and coordinating independent audits.

- **Contract & Permit Management:**

Skills in negotiating contracts, acquiring necessary assets, managing authorized check signers, and overseeing permit renewals.

Please attach your resume and any supporting documents.

4. References

Provide two professional references who can speak to your qualifications for this role.

1. **Reference 1:**

- Name: _____
- Relationship/Title: _____
- Phone: _____ Email: _____

2. **Reference 2:**

- Name: _____
 - Relationship/Title: _____
 - Phone: _____ Email: _____
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5. Additional Information

- **Why do you believe you are a good fit for the Sanpete County Landfill Co-Op Administrator position?**
(Brief statement or cover letter attachment is welcome.)
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- **Salary Expectation:** _____

- **Availability to Start:** _____
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6. Applicant Certification

I certify that the information provided in this application is true and complete. I understand that any misrepresentation or omission may disqualify me from further consideration or, if employed, result in dismissal.

Signature: _____ **Date:** _____

Submission Instructions:

All Applications need to please be labeled "Part-Time Administrator Application". Email to steveand1972@gmail.com, mail or to deliver a hard copy (sealed envelope) to the Centerfield City office 130 S. Main St. Centerfield, Utah 84622. For questions, contact Steve Anderson at 801-641-3598.