

POSITION: Chief
Solid Waste Division
CODE: 2192
FLSA: Exempt



DEPARTMENT: Public Works
GRADE: 124N
DATE: 10/2018; rev 11/2019

POSITION SUMMARY:

Position oversees the daily operations of the Solid Waste Management Division including the landfill, transfer stations, recycling programs, and compliance with local, state, and federal regulations and permits. Position reports to Deputy Director (Public Works) for general direction. Work of this class involves supervisory duties and responsibilities.

ESSENTIAL DUTIES:

1. Directs the daily operations of Solid Waste Management Division, including landfill, scale house, transfer stations, and recycling programs; develops and implements policies, procedures, and management controls for the safe, efficient, and effective operation of the division in fulfilling its assigned mission.
 2. Assists Director of Public Works and Finance with managing the Landfill Enterprise Fund, which is to provide solid waste management and recycling programs and services which are to be self-sustaining through service fees and other revenue sources.
 3. Prepares and manages the annual operating budget; assists the Director (Public Works) in presenting budget request to County Executive and Council.
 4. Provides input to Director (Public Works) and Chief (Engineering & Construction) in development of the solid waste component of the County's Capital Improvement Program budget.
 5. Ensures division programs and facilities are in compliance with applicable local, state and federal regulations and/or permits, including ensuring records, reports, and other documentation is properly prepared, submitted and maintained; maintains the County Solid Waste Management Plan.
 6. Oversees the recycling program; oversees the development and execution of public education and outreach programs to promote solid waste management and recycling programs.
 7. Assists in the procurement and management of Architect-Engineer (AE) and other professional service contracts supporting the County's solid waste management and recycling programs; reviews and approves requests for proposals, scopes of work, cost and fee proposals, contract terms, recommendations for contract awards, and other contracting actions; chairs or serves as member of Source Selection Panel responsible for reviewing bids and proposals and making recommendations regarding contract awards; participates in design reviews.
 8. Oversees management of small, non-capital projects for minor repairs or upgrades to facilities and/or supply/service contracts; oversees the procurement of supplies and management of service contracts.
 9. Manages the division's fleet of vehicles and equipment, in conjunction with Fleet Manager.
 10. Represents the County to other government agencies and general public during meetings and other forums; makes presentations to regulatory agencies, community groups, etc.
 11. Responds to complaints and inquiries regarding projects and activities that are outside the scope of subordinate staff to resolve and resolves them to maximum extent possible; responds to media inquiries pertaining to division projects and activities.
 12. Hires, trains, develops, evaluates and disciplines employees as required.
 13. Establishes and maintains effective working relationships with regulators and other appointed officials, agencies, refuse haulers, contractors, general public, and other stakeholders.
 14. Performs other duties as instructed and assigned.
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KNOWLEDGE, SKILLS and ABILITIES:

1. Knowledge of principles and practices of municipal solid waste management and recycling, specifically, the operation and maintenance of sanitary landfills, transfer stations and recycling facilities.
2. Knowledge of local, state, and federal laws, regulations, standards, permits, and reporting requirements as they relate to municipal solid waste management and recycling.
3. Knowledge of construction materials, means, methods, and techniques pertaining to the construction, operation, and maintenance of sanitary landfills including erosion and sediment control, stormwater management, landfill gas collection and control, earthwork, and related best management practices.
4. Knowledge of project management, including the development of project budgets, and development of project scopes, schedules and budgets.
5. Knowledge of procuring and managing professional services and construction contracts.

6. Knowledge of the principles and practices of human resources management, including recruitment, hiring, disciplining, training, developing, and otherwise leading and managing a diverse workforce.
 7. Ability to read and interpret engineering drawings, maps, reports, and other technical materials related to solid waste management and recycling.
 8. Ability to investigate and analyze complex operational and public policy issues and to use engineering, scientific, economic, and other data to formulate policies, procedures, and solutions; ability to resolve complex personnel, regulatory, and administrative disputes and problems.
 9. Ability to communicate ideas effectively, both orally and in writing; ability to prepare accurate and effective reports and correspondence; ability to speak to community and other groups to promote solid waste management and recycling programs; ability to address issues of concern.
 10. Ability to effectively deal with regulators, officials, consultants, contractors, refuse haulers, and the general public; ability to establish and maintain effective working relationships; ability to work with customers to resolve problems; ability to lead and/or work as a member of a team.
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EDUCATION and EXPERIENCE:

Education: Bachelor's degree in civil engineering, environmental science, public administration, business administration, or related field; Master's degree preferred.

Experience: Five (5) to seven (7) years' experience in municipal solid waste management and recycling; three (3) to five (5) years' supervisory experience preferred.

Equivalency: Equivalent combination of technical training, education and experience may be substituted.

CERTIFICATES, LICENSES AND REGISTRATIONS:

1. Valid Class "C" non-commercial driver's license.
 2. Solid Waste Association of North America (SWANA) certification in one (1) or more disciplines preferred.
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PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

1. Work requires occasional moderate strenuous effort, including walking extensively, climbing stairs, standing for extended periods of time, lifting or handling moderately heavy equipment or materials.
 2. Work environment involves moderate risks or discomforts, which require special safety precautions, such as working around moving parts or machinery. Employees may require protective equipment including but not limited to boots, goggles, gloves, or shields. Employees may be exposed to inclement weather.
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CONDITIONS OF EMPLOYMENT:

1. Prior to appointment, employees are subject to pre-employment medical examination and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
 2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.
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OTHER INFORMATION:

1. This is a full time, exempt position.
 2. Work is normally performed Monday through Friday during normal business hours, however alternate work hours and on-call duties are required 24 hours a day, seven (7) days a week.
 3. Position is benefit eligible.
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The above description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.