



NOVEMBER 2015
FLSA: EXEMPT

SOLID WASTE MANAGER

DEFINITION:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the Solid Waste Division, including assisting with long- and short-term planning and overseeing solid waste collection and disposal, and implementing the County Wide Integrated Waste Management Plan; coordinates assigned activities with other County departments and outside agencies; provides complex and responsible support to the Public Works Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS:

This is a mid-management classification that manages the operations of the County's solid waste collection and disposal functions. Responsibilities include preparation and implementation of solid waste management plans, landfill monitoring, future site development of alternatives to out of county disposal of solid waste, technical studies, contract administration, and coordinating departmental work with that of other County departments and public agencies. The incumbent is accountable for accomplishing division goals and objectives, for furthering Department goals and objectives within general policy guidelines, and for assuring that disposal sites comply with State and Federal safety and operational laws, regulations, standards and accepted engineering practices.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only) *Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Solid Waste Division, including the implementation of the programs identified in the County Wide Integrated Waste Management Plan including solid waste collection and disposal, recycling, and source reduction programs and hazardous waste collection and disposal.
- Ensures maintenance, monitoring, environmental testing, and submittal of state reporting for all County maintained facilities including closed landfill, hazardous waste collection facility and transfer stations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures; prioritizes and allocates available resources.
- Completes the annual report and 5-year review of the County Wide Integrated Waste Management Plan.

- Participates in the development and administration of and oversees division budgets.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and recommends to the Public Works Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Reviews legislative proposals that may impact County or department operations.
- Ensures environmental testing systems are maintained and monitored, including systems for methane recovery, leachate extraction and disposal, and air and water quality testing.
- Provides complex staff assistance to the Public Works Director; provides technical expertise and support for employees and consultants.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Prepares a variety of periodic and special reports and correspondence.
- Evaluates and makes recommendations regarding alternatives to prolong useful life of County Integrated Waste Management facilities.
- Oversees and ensures that Franchise Agreements for solid waste collection and disposal are followed per operations plans, policies, and standards.
- Recommends updates or revisions to Tuolumne County Ordinance Codes and Franchise Agreements.
- Manages a variety of existing grants and agreements; ensures that rules and regulations are followed.
- Coordinates assigned services and activities with those of other divisions and outside agencies and organizations.
- Prepares Solid Waste Committee documents and provides Committee with specific background information to the issues presented.
- Prepares Board documents and makes presentations to the Board of Supervisors; represents the department and division in meetings with governmental agencies, professional, business and community organizations, and the Public regarding solid waste issues.
- Attends and participates in professional group meetings and conferences; stays abreast of new trends and innovations in the field of solid waste collection, disposal and management; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes upon approval.
- Receives, investigates, and responds to questions, problems, complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff.
- Principles and practices of budget development and administration.

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and methods of solid waste management including recycling, resource recovery, and source reduction.
- Principles, methods and regulations of collection, storage, packaging, transportation and disposal of household and conditionally exempt small quantity generator waste.
- Principles, methods and regulations governing design and operation of active and closed solid waste and hazardous waste facilities.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to County solid waste facilities and related operations.
- Principles and practices of writing and releasing Requests for Proposals.
- Principles and practices of contract administration and evaluation.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of a major Solid Waste Division.
- Safety principles and practices.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the Public, vendors, contractors, and County staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in planning, public health, environmental science, public administration, or a related field and three (3) years of increasingly responsible experience in solid waste management at a level equivalent to the County's Solid Waste Specialist.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Ability to complete 24-Hour Hazardous Waste Operator and Emergency Response Training and yearly refresher.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, operate a motor vehicle to visit various County work sites, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Occasional work in the field is required to perform inspections and participate in program events. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 35 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances and occasionally in the field where they may be exposed to loud noise levels, site hazards, hazardous physical substances, exposure to odors, chemicals and bacteria, cold and hot temperatures and inclement weather conditions. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

For additional information or if you wish to submit an application please visit our website:
www.tuolumnecounty.ca.gov/923/Current-Employment-Opportunities