

**Classification Title: Solid Waste Facilities Manager**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Manages the operations of Solid Waste Facilities. Administers contracts, supervises contractors and engineers involved in solid waste activities. Ensures compliance with all regulatory provisions. Performs design & operations review and facility inspections. Develops and implements standard operating procedures. Handles complaint investigation and resolution. Frequent contact with public and other public agencies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Supervises operations of County solid waste facilities including landfills, convenience centers, transfer stations, recycling centers and drop-off sites. Monitors and inspects County facilities and operators for compliance with contractual and regulatory agencies. Directs contracted work and the activities of consultants and engineers providing technical services, and ensures compliance with division policies, permit requirements and operating procedures.
2	S	Prepares and issues RFQ/RFP's for technical services by engineers and consultants, and for operating services by facility operators. Develops work scopes and contracts for such services. Reviews and approves invoices and payments.
3	L	Reviews design drawings, operating requirements, permits and other technical documents of private solid waste facilities located in County. Monitors and inspects private facilities for compliance with state and local permits and franchise agreements.
4	L	Investigates complaints, frequently meets with citizens to address concerns and problems, develops solutions and ensures their implementation. Develops and delivers presentations to technical groups and the general public.
5	S	Develops and implements policies and procedures. Provides advice and operational perspectives on current and future programs and input for the strategic planning process. Prepares reports on activities at County facilities and at private facilities located in County.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in Business Administration, Environmental Sciences or Engineering.
Experience	Four years of experience in Solid Waste.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid drivers license and a "safe" driving record required.
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives Broad Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicles, drafting equipment

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

(1) Various waste management facilities and office environment.

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Vest, hard hat, safety shoes, safety lights