

Classification Title: Solid Waste Management Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Develops and implements comprehensive, multi-jurisdiction policies and activities for County-wide system of solid waste management. Integrates with stakeholders by defining services, setting policy and procedures and negotiating agreements. Provides day-to-day oversight and management of multiple locations and facilities associated with solid waste management. Coordinates with the public and regulatory agencies to protect the public health and environment while meeting community needs. Coordinates disaster response and debris cleanup as required and forecasts long range system capabilities.

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	S	Directs all staff assignments and work plans for the division. Coordinates with multiple departments for service delivery. Approves all purchases and monitors expenditures and budgeted items. Directs functions of a multi-million dollar enterprise.
2	S	Develops and implements long term strategic plans, coordinating efforts with other county master plans and policies. Defines and projects future needs and develops new and improved services for residents. Negotiates multi-agency agreements for services. Drafts state legislation, ordinances, policies and procedures.
3	S	Ensures staff and contractors comply with public health and environmental requirements. Develops disaster response system for waste management activities Countywide.
4	S	Fosters partnerships with other political jurisdictions and coordinates standardization of services from various agencies. Networks with elected officials and other agencies to develop strategic plans for delivery of services. Participates on committees and task forces.
5	S	Presents programs and policies to elected officials, the general public and stakeholders. Approves public information, news releases and advertising. Defines policies for communications to the public.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Public Health, Environmental Engineering or Science, Business Administration or related field.
Experience	Seven years experience in environmental services or environmental programs.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Manager of Landfill Operations, Principles of Integrated MSW Systems.
Reading	Advanced
Math	Advanced
Writing	Advanced
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 managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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:

Photo equipment, presentation equipment, computers, printers and related software

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

(1) N/A

(2) Solid Waste Management facilities.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, shoes, boots, vest, gloves, hard hats, outdoor garments