

## **Director of Solid Waste Department**

**General Statement of Duties:** Plans and directs the activities and operation of the Solid Waste Department; does related work as required.

**Supervision Received:** Works under the general direction of the Board of Commissioners, who outline policy guidelines and review work for effectiveness and conformance with policy through conference and review of reports.

**Supervision Exercised:** Exercises full supervision over all Solid Waste Department Employees.

**Examples of Principal Duties:** An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- Plans and directs the operation of the Solid Waste Department
- Prepares reports of detailed activities of the Solid Waste Department as required by the Board of Commissioners.
- Prepares annual recommended budget for review by the Board of Commissioners and Budget Committee.
- Confers with the Board of Commissioners on matters of policy and budget.
- Examines and analyzes, for future land use, all County disposal sites.
- Authorizes and certifies payments for all Solid Waste Department expenditures within approved guidelines of the Board of Commissioners.
- Participates in the recruitment of employees and administration of the County personnel policy within the Solid Waste Department.
- Maintains a proactive relationship with regulatory agencies having jurisdiction over matters pertaining to the solid waste disposal industry.
- Coordinates and participates in the development and implementation of operations and maintenance plans to assure the department's conformance with applicable regulatory guidelines, standards, and the efficient use of department resources.
- Supervises and participates in the preparation of regular compliance demonstration reports for submittal to regulatory agencies.
- Directs and coordinates contracted services, particularly as they relate to environmental monitoring and reporting activities. Reviews work for conformance with contract specifications.
- Negotiates with regulatory agencies and other organizations to promote the efficient and effective operation of all solid waste disposal activities.

### **Recruiting Requirements**

**Knowledge, Skill and Ability:** Considerable knowledge of the principle and basic methods of management; comprehensive knowledge of the practices, procedures, and techniques essential to the operation of MSW incinerator facilities; thorough knowledge of MSW landfill operations; ability to establish and maintain effective working relations with supervisors, subordinates and the general public; ability to understand and follow oral and written instruction; ability to coordinate and supervise the work of others.

**Experience and Training:** Five years of progressively responsible experience in the Municipal Solid Waste Industry with emphasis on waste incineration; high school diploma preferably supplemented by college course work; or any equivalent combination of experience which provides the required knowledge, skills and abilities.