

## DESCRIPTION OF POSITION

1. **CLASSIFICATION TITLE:** Solid Waste Department Operations Manager
2. **DEPARTMENT:** Solid Waste
3. Position is excluded from bargaining unit and is supervisory and confidential
4. Position is exempt from overtime
5. **POSITION IS:** Full time (Regular Schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday)
6. **PURPOSE OF THIS POSITION:** To integrate and direct the operations of the Solid Waste Department sites
- 7A. **ESSENTIAL FUNCTIONS OF POSITION:**
  - a. Establishes or recommends to Business Operations Manager and Board of Commissioners management economic strategies, objectives and policies.
  - b. Assists Business Operation Manager to prepare Department budget, reviews budget proposals and prepares necessary supporting documentation and justification.
  - c. Assists with determining cost of individual programs and projects. Helps to develop and monitors project budgets and monitors the cost effectiveness.
  - d. Provides Business Operations Manager reports that review the department's status and progress in various activities
  - e. Prepares daily, semi-annual and annual Title V reports as required by Regulatory Agencies
  - f. Assist Business Operations manager with other reports required by Regulatory Agencies
  - g. Assist Business Operations manager with permit compliance
  - h. Establishes and maintains positive relationships with other county departments and state agencies.
  - i. Participates on safety committee, coordinates safety meetings and training programs
  - j. Examines and analyzes, for future land use, all County disposal sites.
  - k. Participates in the recruitment of employees and administration of the County personnel policy within the Solid Waste Department.
  - l. Participates and implements disciplinary action of employees of the Solid Waste Department
  - m. Public relations spokesperson for the Solid Waste Department
- 7B. **MINOR DUTIES ASSIGNED TO THIS POSITION**
  - a. Attends and participates with Waste Advisory Committee
  - b. Participates on management negotiating team during union contract negotiations as needed.
  - c. Cross training in payroll.
  - d. Assists Business Operations Manager with updates and assists in maintaining Solid Waste Department records for Coos County Inventory & Fixed Asset Policy
  - e. Other duties as assigned by Management or Board of Commissioners
8. **Employee's immediate supervisor:** Business Operations Manager

9. **List immediate subordinates by classification or working title:** All other employees of the department

10. **WORKING CONDITIONS OF POSITION.** Office environment, which requires occasional lifting and exertion for short periods. May occasionally travel to meetings, seminars or workshops throughout the state.

11. **REQUIRED SPECIAL SKILLS, LICENSES, CERTIFICATES, ETC.** Considerable knowledge of statutes and regulations relating to the operation of the Department. Thorough knowledge of accounting, bookkeeping, budget principles and basic office management and supervision practices. Skilled in the use of modern office equipment. Ability to make independent decisions in accordance with established policy.

12A. **IS OPERATION OF MOTOR VEHICLE REQUIRED?** Yes

12B. **EQUIPMENT, TOOLS, MACHINES USED IN PERFORMANCE OF DUTIES:** Skill in computer work (word processing, spreadsheets, databases); telephone, copy machine, fax and other general office machines.