

# **SOLID WASTE DIRECTOR**

## **MAJOR FUNCTION**

This is a professional managerial position responsible for administering the provisions of the site operation plan. The Solid Waste Director has the authority to obtain the necessary personnel to operate the site and provide for their training and orientation. The Solid Waste Director also ascertains the facility's need for equipment and initiates requests within the County to replace existing equipment or obtain new equipment.

## **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Directs operations of site according to state regulations.
- Develops, implements and manages annual budget.
- Reviews monthly expenditures and authorizes expenditures.
- Reviews site plans. Reviews and formulates capitol improvement plans.
- Directs the activities of all operations and administrative staff.
- Generates and formulates operational and administrative policy.
- Reviews engineering plans associated with projects at the site.
- Responsible for ensuring compliance with all state regulations.
- Directs and provides administrative oversight to department environmental control efforts.
- Maintains current knowledge of legislative trends and developments in the industry for application to regulatory compliant solid waste operations.
- Oversees contract administration to outside contractors. Ensures compliance with contract specifications.

## **SECONDARY FUNCTIONS**

- Reviews and authorizes personnel evaluations.
- Reviews and formulates bid specifications and requests for proposals.
- Performs other duties as assigned.

## **CUSTOMER SERVICE**

## **SOLID WASTE DIRECTOR**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Direct supervision over a number of managerial positions and indirect supervision over a relatively large number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

Bachelor degree in Public Administration, Business Administration or related field; with five years progressively knowledgeable and responsible managerial experience in solid waste operations; or equivalent combination of education and experience.

#### **Licenses**

Valid Florida Driver License.

#### **Certifications**

Certified Landfill Operator. Certified Transfer Station Operator. Certified Landfill Manager.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and

## **SOLID WASTE DIRECTOR**

fundamentals of plane and solid geometry and trigonometry.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary or technical systems.

### **Specialized Skills and Abilities**

- Knowledge of modern landfill principles and practices; knowledge of laws and regulations related to landfills and solid waste disposal.
- Knowledge of solid waste and landfill equipment, including land-moving equipment and trucks.
- Ability to plan and operate a landfill and collection system.
- Ability to plan for and direct a heavy equipment system.
- Ability to develop budgets and administer overall operations of a complex multi-division department.
- Ability to work effectively with the public and with other government agencies.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger, organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, mobile phone, beeper, fax machine, copy machine, G&S system, and other general office equipment in the completion of the tasks of the position.

## **PHYSICAL DEMANDS**

## **SOLID WASTE DIRECTOR**

While performing the duties of this job, the employee will be occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell, and lift up to 25 pounds. There are no special vision requirements for this position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and extreme heat or cold. The typical noise level for this environment is moderate.

Established: 10/99

Pay Grade: 30

Job Description Number: 1027

Category: 1

Status: E

Revised: 6/2003