

BANNOCK COUNTY **CLASS SPECIFICATION**

SOLID WASTE MANAGER

Department: Road & Bridge - Solid Waste
FLSA Designation: Exempt

Pay Grade: 14
Effective Date: 10/04, 8/09

Purpose of Class

Performs supervisory, administrative, and managerial work in planning, organizing, coordinating and directing the activities of the County's landfill operations; performs related work as required.

Primary Function

The principal function of an employee in this class is to supervise, manage, plan, organize, and direct the staff and operations of the Landfill/Solid Waste Department. This position also performs managerial, administrative and supervisory work in directing the efficient disposal of solid waste refuse and recyclables. The work is performed under the supervision of the Road and Bridge Superintendent, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment that includes some field inspection and outreach duties and include working in adverse weather conditions and dangers involving the use of heavy equipment and hazardous materials.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, organizes, and directs the activities of employees in the Landfill/Solid Waste Department;
- Directly supervises and evaluates landfill employees;
- Oversees and implements landfill safety program;
- Prepares and implements personnel and operational budget for the Landfill/Solid Waste department, including evaluating and recommending revenue, charge rates and fees;
- Conducts all environmental monitoring to comply with federal, state, County, and other applicable laws and regulations;
- Develops informational materials and presents informational programs to the public;
- Researches and responds to questions or problems regarding solid waste or landfill raised by County Commissioners, other County departments, outside agencies, and the public;
- Writes RFQ (Requests for Qualifications) and RFP (Requests for Proposals) specifications for landfill operations;
- Ensures and oversees compliance with all federal, state, County, and other applicable rules and regulations pertaining to the collection and disposal of all County solid waste and landfill operations, including preparation of compliance reports and records;
- Oversees and administers the landfill operations and programs;

- Acts as County public information contact regarding landfill programs and activities;
- Serves as County solid waste representative to various community organizations;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Current supervision and evaluation methods and techniques;
- Solid waste and recycling collection and disposal operations, materials, methods, principles, practices, and equipment necessary for efficient collection and disposal of refuse or recyclable material;
- Federal, state, County, and other applicable health and environmental codes, rules, and regulations;
- Current techniques and methods for collection, disposal, storage, and recycling of solid waste materials;
- Principles, practices, and objectives of public administration, personnel management, budgeting, contract administration, planning, public relations, and financial management;
- Emergency response procedures related to landfill hazardous waste spills, fires, gas accidents, and related incidents, including procedures for notification to regulating authority;
- Federal (OSHA) regulations and County policies governing safe work practices, including use and handling of and proper disposal of hazardous waste, chemicals, and materials;
- Operation of standard office equipment and a personal computer using job-related software applications and network systems.

Ability to:

- Plan, organize, and schedule the work of a County unit engaged in refuse and recyclable collection and disposal, and supervise and evaluate the work of subordinates;
- Read and interpret technical and operational documents, manuals, maps, plans, and contracts;
- Make accurate arithmetical calculations;
- Interpret, apply, and explain County, federal, state and other applicable solid waste and recycling laws and codes;
- Analyze and interpret computer, statistical, and laboratory data, including incorporating the information into reports and recommendations;
- Develop and implement a department budget;
- Interpret and explain rules, regulations, and policies relating to solid waste;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with customers, contracted agencies and workers, elected officials, other employees, supervisory personnel, and the public;

- Complete CPR and First Aid certification within 60 days of hire;
- Complete coursework and pass necessary tests to become Manager of Landfill Operations certified through Solid Waste Association of America, including certificates in managing household hazardous waste programs, managing landfill gas at municipal solid waste landfills, leachate and groundwater monitoring at municipal solid waste landfills.
- Operate a personal computer using program applications appropriate to assigned duties;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalent is required and five (5) years specialized training or experience in landfill management provided through professionally sponsored workshop and seminars, technical college or in-service is preferred; and
- Five (5) years supervisory experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required;
- Must be MOLO certified by Solid Waste Association of America.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person and on a telephone, and hear within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic materials at arms length or less (distinguish letters and numbers), to see in detail objects or printed material at greater than arms length, and drive a motor vehicle;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, work in an office environment, and perform field inspections.