

SOLID WASTE DIRECTOR

CODES/PAY GRADE

Class Code: 2341 EEO Code: A FLSA: E Pay Grade: C

MAJOR FUNCTION

Highly responsible administrative work in directing the county solid waste management plan and resource recovery program.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans and directs the solid waste program for the county. Plans and prescribes the development of county landfills.

Establishes current operational priorities. Reviews, evaluates, and proposes concepts and methodology for improving the solid waste operation.

Analyzes statistical data to provide more efficient operation of the solid waste program. Inspects solid waste operations and supervises foremen and employees in the solid waste disposal program.

Maintains liaison with municipalities, governmental and civic organizations regarding services and cooperative ventures, leading to resource conservation and recovery. Conducts periodic meetings with personnel to evaluate performance of the operation. Prepares reports and records on the evaluation of the solid waste collection system and program.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of engineering as it relates to soils, drainage, and construction. Knowledge of the present laws and ordinances relating to solid waste disposal. Knowledge of county ordinances and codes relating to solid waste disposal and landfill operations.

Ability to plan and organize an effective solid waste disposal operation. Ability to establish and maintain good relationships with contractors, employees and the public. Ability to supervise effectively. Ability to present ideas and programs, orally and in writing.

(Solid Waste Director continued)

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration or related field and five (5) years of progressively responsible experience in solid waste management.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional and technical manuals; legal documents, ordinances, statutes; instructions, reports, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform general mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 10/94