



**OKANOGAN COUNTY
DEPARTMENT OF PUBLIC WORKS
POSITION DESCRIPTION**

Solid Waste Manager

SCOPE OF RESPONSIBILITY

Direct, manage, supervise and coordinate all programs, daily activities, and operation of the Solid Waste Division within the Public Works Department. The Solid Waste Division consists of a subtitle D landfill, including a Recycle Center and a Moderate Risk Waste facility at the Central Landfill as well as the Twisp, Ellisforde and Bridgeport transfer stations.

Responsibilities include developing and monitoring the Solid Waste budget, the Solid Waste Closure Fund, the Solid Waste Closed Landfill Fund; seeking, applying for, monitoring, and reporting DOE grant funds; overseeing capital improvement projects; managing general maintenance, repairs and upgrades; supervising the Solid Waste Division staff; maintaining compliance with local, state and federal regulations; developing, implementing and overseeing operating policies and procedures; providing complex administrative support to the Public Works Director and the Solid Waste Advisory Committee (SWAC), and supervising employees assigned to the Solid Waste Division.

This is a FLSA exempt position reporting to the Public Works Director.

SUPERVISION

Responsible for the supervision of the Solid Waste Division staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all transfer station and central landfill operations including scale and computer operations, bin usage/transfer/hauling, maintenance and janitorial, supply inventories, etc.
- Administer collections and daily inspections on loads entering the solid waste facility to assure that no hazardous or inappropriate material is dumped.
- Manage tracking system to monitor and evaluate waste generation, including tracking solid waste material and recyclables delivered from the transfer station and directly to county landfill. Use information to determine progress toward waste prevention and recycling goals.
- Oversee Moderate Risk Waste Program and solid and hazardous waste management planning, provide enforcement and control typically at the scale house with inquiry, visual examination, and random inspections.
- Oversee the Hazardous Waste Program with special solid waste services such as Hazardous Waste days and coordinating with contractors, arranging advertisement/publicity and extra support services to assist with the collection.
- Administer the Solid Waste Recycling Enterprises for Okanogan County. Serves as the Coordinator for the Solid Waste Advisory Committee responsible for writing and updating the comprehensive plan for landfill and recycling projects. Coordinate with State and other counties to locate markets for improved recycling services.

- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relations; identify opportunities for improvement.
- Monitor the status of processing technologies for future disposal methods; inform the SWAC and pursue further investigations as appropriate.
- Prepare and present staff reports and other necessary documentation.
- Assure that all operations comply with County, State and Federal regulations including all conditional use permits, Department of Ecology permit, the Okanogan County Solid Waste Comprehensive Plan, and the Landfill Operations Plan. Coordinate with governmental agencies to assure compliance with all rules and regulations regarding permitting, expansion, air quality, safety, required certifications, etc.
- Maintain and monitor all certifications, contracts, records, etc. Includes monitoring landfill well operations and replacement (research, rules and regulations)
- Select, train, supervise, motivate and evaluate Solid Waste staff; provide or coordinate staff training and safety programs; work with employees to correct deficiencies; implement discipline and termination procedures. Provide timely, accurate and thorough performance reviews for supervised employees.
- Plan, direct, coordinate and review the work plan for Solid Waste staff; meet with staff to identify and resolve problems, assign work activities, projects and programs, monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate the use of County Jail trustees as a labor force for Solid Waste projects.
- Supervise landfill construction projects including overseeing design and specifications, securing quotes and bids, contracting, and overseeing construction.
- Review all records/reports from transfer station at Central Landfill. Review and reconcile the waste volumes/weights and landfill data.
- Input data relating to the source of the waste, the customer, weight, category of waste/recycle material. Generate rate charges and invoices; collect fees. Insure the accuracy of daily deposits.
- Develop and manage the Solid Waste budget, the Closure Fund budget, and the Closed Landfill Monitoring budget. Forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures, direct and implement adjustments as necessary.
- Supervise the security and maintenance at the Central Landfill and each transfer station. Oversee inventory of tools, equipment, office and janitorial supplies.
- Coordinate with State certified agencies on a regular basis to calibrate scales at landfill and transfer stations.
- Oversee water and gas monitoring at locations as mandated by regulation; review the required reports completed by professional consultants for compliance.
- Operate backhoe and other equipment to maximize 40-yard bin compaction.
- Assist and respond to questions from the public regarding recycling; distribute information regarding hazardous waste handling and disposal. Provide educational activities for waste prevention and recycling.
- Advise the public on issues concerning solid waste programs; provide technical assistance about solid waste programs.

- Respond to and resolve difficult citizen inquiries and complaints in a respectful and sensitive manner.
- Perform other duties as assigned by the Public Works Director.

QUALIFICATIONS

- Bachelor of Science in chemistry, environmental science, laboratory science, hazardous waste, or another closely related field and two years experience in landfill operations, solid waste/hazardous waste disposal, recycling or related experience;

OR an equivalent combination of education and experience which provides the knowledge, skills and abilities sufficient to successfully perform the duties of the job.

- Increasingly responsible experience in administrative and supervisory responsibility.
- Ability to obtain Solid Waste Landfill Certificate of Competency (SWANA) within one year of employment.
- Ability to obtain 40-hour Hazmat Certificate of Training within one year of employment.
- Possession of a valid Washington State Driver's License.
- High school diploma, GED certification or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Washington State Solid Waste regulations and operational characteristics, services and activities of a comprehensive solid waste program.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Skill in:

- Use and operation of computer and computer software including Microsoft Word, Excel and Outlook.
- Administering large and complex budgets.
- Analyzing problems and developing solutions.
- Effective public relations.
- Clear, effective written and oral communications.

Ability to:

- Communicate and work effectively with other personnel, accept and carry out general and specific directions, and exercise reasonable judgment in performing routine tasks.
- Manage, direct, and coordinate the work of staff.
- Effectively present information to management, public groups, and/or boards.
- Establish and maintain effective working relationships with county and other government officials, community groups and the general public.
- Respond to inquiries or complaints from citizens, regulatory agencies, or members of the business community orally and in writing.
- Interpret and apply local, state and federal policies, procedures, laws and regulations.
- Define problems, collect data, establish facts, and draw valid conclusions.

