

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work planning, coordinating and directing solid waste collection, landfill and recycling operations; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, supervising and directing the solid waste collection, recycling, litter control and landfill division operations and staff; ensuring compliance with local, state and federal environmental regulations; coordinating the preparation and maintenance of appropriate records.

(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.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; conducts training activities.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations; provides technical expertise.
- Plans, organizes, directs and supervises a comprehensive, integrated waste management operation, including municipal solid waste collection/disposal, landfill operations, hazardous waste collection/disposal, recycling collection and processing, gypsy moth abatement program administration and public education activities.
- Oversees financial management which entails billing and collection of active accounts and maximizing revenue from sale of recyclable materials; monitors billing/collection of landfill accounts; develops, submits and justifies budgets; monitors expenditures; develops and maintains operation costs, construction costs and revenue projections.
- Analyzes federal and state regulations concerning solid waste, recycling and household hazardous waste handling.
- Analyzes methane gas, ground water, leachate testing and stormwater monitoring reports for compliance.
- Provides professional information concerning federal, state and local policies to the Board of Supervisors and County administration concerning solid waste, demolition debris, county-wide recycling, recycling education, landfill construction projects and landfill gas to energy program.
- Enforces federal, state and local solid waste regulations when violations are reported in coordination with other state and local agencies.
- Speaks to citizens and student groups on solid waste and recycling issues.
- Oversees departmental procurement activities.
- Receives and responds to inquiries and complaints.
- Prepares a variety of reports, records, correspondence, etc.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of local, state and federal regulations relating to landfill operations, solid waste disposal, ground water monitoring and related environmental rules and regulations; comprehensive knowledge of current practices, methods and procedures for collecting, sorting and marketing recyclable materials; ability to develop, review and analyze plans and specifications for the operation, maintenance and construction of facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to establish and maintain effective working relationships with state, local and federal officials, associates, subordinates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering, environmental science or related field and extensive experience of a wide and progressively responsible nature in the solid waste field.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Class I and Class II Waste Management Facilities Operator license and Erosion and Sediment Control certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.