

ENVIRONMENTAL SERVICES OPERATIONS MANAGER

GRADE 37

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult skilled work supervising and participating in the work assignments involving tasks related to the County solid waste management facility; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Monitoring multiple facility operations; training staff; operating various equipment; maintaining site appearance, assisting the public; preparing and maintaining records; preparing reports.

(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.)

- Manages daily operation of recycling processing, transfer, hauling, maintenance and repair, vehicle and equipment operations, environmental monitoring, disposal and regulatory compliance.
- Responsible for maintaining departmental buildings, grounds, roads, equipment and vehicles in proper working order.
- Responsible for ensuring environmental systems are maintained in regulatory compliance including erosion and sediment control, storm water, rainfall, landfill sumps, leachate, landfill gas and unauthorized waste inspections.
- Routinely inspects facility to ensure regulatory compliance.
- Plans, assigns, schedules, and evaluates work of assigned staff.
- Participates in staff training and ensures staff is properly trained to perform assigned work.
- Ensures operating staff and contractors perform tasks safely and efficiently as defined by regulatory and department procedures.
- Supervises contractors to ensure compliance with contractual and regulatory work requirements.
- Accompanies regulatory inspectors during facility inspections.
- Assists in the development and implementation of department operating procedures and safety program.
- Assists in the development of department budget.
- Assists in the development of specifications for equipment, vehicles and service.
- Assists with administering various landfill, maintenance and recycling contracts.
- High level of coordination and communication with Director and other staff.
- Capable of performing SWM operational duties as needed.
- Documents and manages facility records.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of safety and legal requirements of waste management operations; thorough knowledge of methods, practices and procedures involved in operation and maintenance of transfer and solid waste disposal facilities and equipment; thorough knowledge of equipment, tools and techniques used in the work; skill in the use of tools and equipment; ability to plan, supervise and evaluate the work of others; ability to follow and issue oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public; anticipates and resolves operational problems independently; maintains a high level of coordination with the Director and administrative staff regarding critical issues including regulatory, environmental, safety, operational, personnel and contractors; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education or experience equivalent to graduation from college and significant experience in site construction and/or solid waste management operations.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions.

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

SPECIAL REQUIREMENTS:

Acquisition of Responsible Land Disturber certification within 30 days after employment, and Class I, II Virginia Certified Waste Management Operator certification within 18 months after employment. Must be familiar with CDL and heavy equipment operations. Must maintain First Aid/CPR certification.

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