

INTEGRATED WASTE MANAGER

Final Filing Date: Open Until Filled



Salary: \$89,044.80 - \$108,222.40

Range: 407

Job Type: Full-Time

Unit: Mid Mgmt/Prof.

FLAS: Exempt

Job Number: 1157

Job Category: Waste/Landfill

Job Status: Permanent

Department: Administration

Published: 5/25/2018

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2% COLA effective June 23, 2018

2% COLA effective January 5, 2019

POSITION SUMMARY

Under direction of the County Administrative Officer or designee, plans, organizes, and directs the activities and programs of the Integrated Waste Management division. The Integrated Waste Manager is responsible for the accomplishment and compliance with all federal, state and local regulatory requirements for solid waste diversion programs, landfill and transfer stations operations and administration; negotiation and administration of all solid waste collection and hauling permits within the County; review and approval of annual rate adjustments, preparation and administration of Integrated Waste Management division budget; preparation and presentation of planning documents, policy and programs before local elected officials, state regulatory agencies and other inter-governmental entities. The Integrated Waste Manager is responsible for the continued implementation, development and administration of all programs and policies as required by AB939; takes the lead role in coordinating activities between other divisions in the public works department related to landfill closure and environmental compliance and is responsible for implementation and compliance with enforcement activities related to the Calaveras County Code sections related to integrated waste management activities. This position supervises staff and performs additional duties as assigned by the County Administrative Officer or designee.

DISTINGUISHING CHARACTERISTICS:

This is a management level position which serves as the division level manager for all programs in the Integrated Waste Management division. Emphasis is placed on providing effective management

throughout the division, and on efficiently administering new programs, implementation, budgetary, legislative and personnel management activities. Coordinates all activities between work groups within the division of integrated waste management.

EXAMPLES OF DUTIES

- Personally, and through subordinate supervisors, plans, organizes, directs and evaluates the work of the employees within the integrated waste management division.
- Coordinates with the Deputy County Administrative Officer for landfill cell opening and closure activities.
- Develops operational procedures and ongoing training programs for staff.
- Participates in review of consultant proposals and makes recommendations in selection of consultants for solid waste management activities.
- Prepares and administers the integrated waste management budget, quarterly reports, and other solid waste management reports and responses required by other agencies.
- Implements information systems to monitor and control operations including programs to measure, track and improve operational and administrative efficiencies.
- Writes specifications, reviews plans, and inspects construction for conformance of standards and specifications relating to various aspects of solid waste management.
- Performs environmental monitoring, permitting, reporting, corrective actions as needed, operations planning and daily operations.
- Evaluates, corresponds, negotiates and complies with requirements set by regulatory agencies for all programs.
- Develops staffing, analyzes and appraises results, and develops innovative methods to accomplish objectives and improve performance; assuring employee development and meeting needs of management support of employees.
- Stay current on solid waste management regulations and technologies impacting all areas of solid waste management including but not limited to landfill, diversion programs, materials and commodity markets and current and pending legislative activities.

MINIMUM QUALIFICATION

Knowledge of:

Implementation and maintenance of operations, regulations and requirements for all activities related to integrated waste management programs; good safety practices in compliance with CAL-OSHA and County requirements.

Ability to:

Positively communicate with others, make sound decisions, and to assimilate and understand information in a manner consistent with the essential job functions; establish and maintain cooperative relations with the public, subordinate and peers within the department and all other County departments; apply principles of supervision and coordinate the work of others through effective and courteous instructions

and management of employees in the division; prepare and present reports to elected officials, and other regulatory agencies as required.

Skill to:

Prepare reports using word processing programs and numeric software (i.e. excel).

Training and Experience:

Sufficient education, training and related work experience to demonstrate possession of the knowledge, skills, and abilities detailed below which would typically be acquired through:

Experience:

Five years increasingly responsible administrative and supervisory experience, two years of which should have been specifically in solid waste management operational programs.

Training:

Possession of a bachelor's degree in public administration, business administration, environmental science or related engineering field.

A master's degree may be substituted for up to two years of the administrative or supervisory experience.

Licenses, Certificates, or Registrations:

Possession of a valid California driver's license.

APPLICATION AND SELECTION PROCESS

Interested individuals must submit the following:

- Calaveras County application
- Cover letter
- Resume

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which applicants will continue in the screening process. Incomplete application information will result in the candidate being screened out of the process. Those candidates identified as having qualifications best suited for the position will be invited to participate in the interview process.

ADDITIONAL NOTES

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility to work in a standard office environment; use standard office equipment; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard

office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone. Physical ability to walk unassisted traversing open and closed landfill geographic environments; exposure to loud machine noise; inclement weather, and mobility to climb and inspect equipment related to landfill and integrated waste management activities.

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.