

COUNTY OF TUOLUMNE

California



Invites applications for the position of

**DIRECTOR OF
SOLID WASTE**

THE COUNTY & COMMUNITY

Tuolumne County, with a population of 55,365 in an area of approximately 2,221 square miles of land and 54 square miles of water, offers its residents and visitors a rural setting with quaint gold-rush towns steeped in Native American, mining, and farming history in some of the most beautiful scenery in California. Encompassing over a million acres, the County is located on the west side of the Sierra Nevada mountains and is a favorite destination of visitors who spent \$273M in 2019 and \$173M in 2020 in tourism dollars.



Tuolumne County is easily accessible year-round for all-season fun and adventures. Endless sight-seeing and photography opportunities are found here. Travel scenic highway 120 through Tuolumne County to Yosemite National Park. There you will find breathtaking vistas, towering giant sequoias, Half Dome, El Capitan, waterfalls, and Tuolumne Meadows. Throughout Tuolumne County you will find opportunities for star-gazing, festivals, exploring historic gold rush towns, museums, shopping, wine and cider tasting, restaurants and quaint theatre houses. Endless opportunities abound for camping, hiking, biking, boating, rafting, fishing, horseback riding and water and snow sports. Experience the Gold Rush first hand with a trip to Columbia State Historic Park where you can pan for gold and take a ride on an authentic stagecoach.

The historic beauty of our county has attracted movie producers and production companies for many years. We caught the eye of Hollywood in 1920 when *The Virginian* was filmed here and have entertained a steady stream of movie and television producers since then, including *Back to the Future 3*, *The Apple Dumpling Gang Rides Again*, *Petticoat Junction*, *Bonanza*, *The A Team*, and many more. Most recently Tuolumne County was the scene for urban legend horror movie, *Lantern's Lane*.

OUR DEPARTMENT PROMISE

We will have integrity even when no one is looking and when things get tough. We will build trust with each other and the public through teamwork. We will treat everyone fairly. We will be reliable, responsive and resourceful in our pursuit of the vision. We will maintain a well-trained, properly equipped workforce through employee development, inclusive workplace culture and sound resource investments. We will continually improve response time and efficiencies. We will provide creative, fiscally responsible solutions that meet local, state and federal regulations. We will be there for our team and the community. We promise to do our best every day.



THE DEPARTMENT

The County of Tuolumne Public Works Department is proud to build and maintain safe, reliable infrastructure that allows for a high quality of life for those who travel within our beautiful county. Our 61 staff members makes up a highly skilled workforce who perform their duties with focus and dedication to public servitude and consist of:

- **County Surveyor**
- **Engineering—Development**
- **Road Operations**
- **Engineering—CIP**
- **Fleet Services**
- **Solid Waste**
- **Airports**
- **GIS**

The Public Works Department responsibilities:

- Identifies, plans, engineers, constructs, and maintains a safe and effective road and street system. Identifies and captures state, federal and private revenue streams available for master planning, development, design, and construction of public works CIP. Design oversight and administration for permanent repairs to infrastructure following emergencies, such as storm damage and forest fires.
- Reviews, issues and inspects grading, driveway and utility encroachment permits along with permitting of special events held in the County road right-of-way.
- Manages two airports: Columbia Airport and Pine Mountain Lake.
- Assists the general public and other County departments with their request for surveying and mapping information.
- Performs maintenance and snowplowing activities for over 600 miles of County-maintained roads and bridges as well as collaborating with emergency personnel to assess damages and develop responses. Our staff plays a critical role in the County's response plan during vehicle accidents, weather events, and natural events, such as wildfires and flooding.
- Conditions proposed development projects to ensure effective road systems for orderly and convenient movement of people and goods. Reviews and inspects development projects to ensure compliance with the County ordinance code, Board policies and state/federal laws related to roads, drainage, and grading.
- Oversees the collection, transportation, and disposal of solid waste within the County and is responsible for the development, implementation, and promotion of recycling programs, hazardous waste collection, used oil and oil filter collection, electronic waste collection, compliance of illegal dumping, and monitoring of two closed landfills.
- Coordinates the budgets and maintenance plans for County Service Areas, Permanent Road Division Zones and Lighting Districts.



Kim MacFarlane, P.E., Director

"Here at Public Works, we live our Vision, to provide exceptional services to our community and visitors ensuring Tuolumne County is a desirable location for future generations...and we have fun doing it!"

THE POSITION

The Director of Solid Waste will plan and manage the daily functions, operations, and activities of the Solid Waste Division and assigned staff, including the implementation of the programs identified in the County Wide Integrated Waste Management Plan including solid waste collection and disposal, recycling, and source reduction programs and hazardous waste collection and disposal. This incumbent in this position will provide expert support to the Public Works Director in their area of responsibility.

An Example of the Typical Job Functions Include:

- Ensures maintenance, monitoring, environmental testing, and submittal of state reporting for all County maintained facilities including closed landfills, hazardous waste collection facility and transfer stations.
- Completes the CalRecycle Electronic Annual Report and periodic review of the County Wide Integrated Waste Management Plan.
- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and recommends to the Public Works Director.
- Oversees and ensures that Franchise Agreements for solid waste collection and disposal are followed per operations plans, policies, and standards. Recommends updates or revisions to Tuolumne County Ordinance Codes and Franchise Agreements.
- Ensures environmental testing systems are maintained and monitored, including systems for methane recovery, leachate extraction and disposal, and air and water quality testing.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Prepares Board documents and makes presentations to the Board of Supervisors; represents the department and division in meetings with governmental agencies, professional, business and community organizations, and the Public regarding solid waste issues.
- Attends and participates in professional group meetings and conferences; stays abreast of new trends and innovations in the field of solid waste collection, disposal and management; researches emerging products and enhancements and their applicability to County needs.
- Provides complex staff assistance to the Public Works Director; provides technical expertise and support for employees and consultants.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns. Administers policies and procedures such as procedure guidelines and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.

THE DIVISION

The Tuolumne County Solid Waste Division has a staff of four that oversee the collection, transportation, and disposal of solid waste, and promotion of recycling programs within the County. The division maintains two closed landfills, negotiates and monitors contracts for environmental and landfill services, and provides public outreach and education for programs and services.

THE IDEAL CANDIDATE

Our new Director of Solid Waste will have extensive experience in integrated waste management programs, environmental regulations and compliance, and have an acute political acumen. It is expected that you effectively partner with stakeholders and members of the community while establishing yourself as a responsive professional with exceptional communication skills.

As a valued member of our Public Works team, you will professionally advocate for “Gold Standard Service” to the County’s customers, see the big picture perspective regarding the division’s budget and programs, act as a catalyst for ongoing process improvement, remain calm and collected in high-pressure situations, operate with a high level of collaboration and engagement, and make sound, independent decisions within established guidelines.

THE MINIMUM QUALIFICATIONS

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in planning, public health, environmental science, public administration, or related field.

Experience:

Three (3) years of increasingly responsible experience in solid waste management at a level equivalent to the County's Solid Waste Specialist, including at least two (2) years in a supervisory or administrative Capacity.

Licenses and Certifications:

- Ability to obtain a valid California Driver’s License by time of appointment.
- Ability to Complete 24-hour Hazardous waste Operator and Emergency Response Training and yearly refresher.



THE COMPENSATION AND BENEFITS

\$101,369.90—\$123,751.88 Annually

- \$13,200- \$25,428 contributed annually towards health benefits, or \$550 cash out option per month if opting out of health insurance
- Retirement: County pays into Social Security and CalPERS. CALPERS tier dependent upon hire date or prior service/reciprocity.
- Deferred Compensation Plans available.
- Master's degree incentive pay: 5% on base pay.
- Retention incentive: 2.5 % = 5 years, 5% = 10 years, 10% = 15 years, 15% = 20 years, 20%= 25 years
- \$100k life insurance policy.
- Personal leave of 180-260 hours annually depending on years of service.
- Management Time Off: 80 hours.
- Twelve paid holidays per year.
- Education reimbursement program.
- May qualify for down payment and closing cost assistance program.
- **Open to flexible schedule such as 9/80 or 20-40% teleworking bases on business need.**

THE APPLICATION AND INTERVIEW PROCESS

Interested candidates should apply online. Following a review of application materials, the most qualified applicants will be invited to participate in the County's interview process.

To be considered for this opportunity please apply online here.

APPLY NOW! POSITION IS OPEN UNTIL FILLED.

County of Tuolumne Human Resources & Risk Mgmt.

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<https://www.tuolumnecounty.ca.gov/391/Apply-for-a-Job>



SCAN ME

For more information