

**Benton County Solid Waste Disposal Commission
Executive Director of Solid Waste Management**

Job Title Executive Director of Solid Waste Management

Reports to Benton County Solid Waste Disposal Commission

Job summary

The Executive Director of Solid Waste Management (Director) for the Benton County Solid Waste Disposal Commission (Commission) shall be responsible for directing the management of the office located at the landfill site and managing the land resources of the Commission.

The Director will provide guidance and information to all Commission members leading to effective planning, budgeting, program implementation and policy adoption for the landfill and recycling center operations. The Director will oversee the implementation of adopted plans, budget policies, and programs and will serve as the staff designee, representing the Commission to all others.

Summary of essential job functions

Specifically, the Director of the landfill site will be responsible for the following: to supervise the office responsibilities and the development of landfill land resources; to operate the landfill operations in an effective manner; and to act as the daily contact for the Commission or executive board; to maintain harmony between the landfill consumers, employees and Commission. The Director or his/her designee shall act as Secretary for the Executive Board of the Commission. The Director shall act as Recycling Coordinator for the Commission's recycling programs.

Minimum requirements

Applicants must possess a degree or comparable experience in solid waste management, environmental planning, environmental engineering, public administration, or related experience. The Executive Director of Solid Waste Management must possess a current Iowa Landfill Operator's Certification and OSHA 24-hour health and safety training (Hazwoper training). Experience in sanitary landfill or other solid waste management site operations, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Valid State of Iowa commercial driver's license with satisfactory driving record required.

Responsibilities

- With the Chair of the Commission, schedule meetings and set agendas for Commission.
- Balance individual Commission member's needs with established goals and objectives adopted by the full Commission.
- Ensure written communication is provided to each Commission member before formal voting.
- Ensure Commission members are kept advised equally of all information of concern to the Commission and place a high value on intergovernmental cooperation.
- Develop and maintain a strategic planning process which incorporates both long-term and short-term goals and objectives.
- Provide on-going evaluation of the physical needs of the landfill as well as building facility needs.
- Anticipate policy concerns and issues, bringing them before the Commission in a format that allows for consensus building and timely adoption of either position or policy.

- Establish realistic time tables for the implementation of strategies for goals to be accomplished in a timely fashion.
- Create annual budget for Commission approval.
- Manage trust fund.
- Compile & submit Special Waste Reports, Special Waste Authorization, and NPDES Reports.
- Co-sign checks with Commission Chairperson.
- Bill cities and county for assessments.
- Oversee and manage day to day operational issues.
- Coordinate personnel, resources, and facilities to aid in the accomplishments of the Commission's goals and objectives.
- Organize work of employees based on priorities and goals established by the Commission.
- Employ, assign, supervise, appraise, and terminate staff as the agent of the Commission
- Administer personnel policies and implement salary administrative plans.
- Assign ongoing personnel development programs including evaluation and appraisal program that allows for employee development and empowerment.
- Establish and maintain effective communication and working relationships with employees and professional peers.
- Subscribe to and practice concepts of teamwork and total quality management.
- Act as Commission Representative with State Agencies, i.e. State Legislature and DNR.
- Act as primary project manager for construction projects.
- Oversee and coordinate engineers' and other contractors' activities.
- Track accident and create incident reports for Commission and makes training recommendations based upon performance history.
- Conducts weekly site inspections to ensure compliance with site permits.
- Recruits, hires and trains new labor staff.
- Codes, approves and submits invoices for processing.
- Responds to alarms and/or other site emergencies after hours as needed.
- Assists and monitors monthly, quarterly and annual sampling for various collection sites such as monitoring wells, methane wells, storm water and others.
- Manages Satellite Regional Collection Center (RCC) operations, recycling operations, white goods and electronic waste disposal.

Abilities required

- Knowledgeable about equipment needs and maintenance
- Well versed in environmental regulations pertaining to landfill operations and solid waste management
- Familiar with cost estimate and forecasting to insure realistic and accurate financial planning models
- Familiar with contract administration and able to administer hybrid special service contracts as well as writing bid specifications
- Familiar with basic financial and accounting practices and procedures involved with successful

facility operations

- Knowledgeable of solid waste reduction alternatives and able to recommend a program that will ensure successful compliance with State waste reduction goals
- Interpret a wide variety of technical instructions and blue prints
- Apply principles of logic to define problems, collect and analyze data and draw valid conclusions as well as deal with a variety of concrete and abstract variables
- Exhibit the ability to systematically construct tasks, plans and objectives and be skilled in identifying priorities for Commission consideration
- Written and oral communication skills to clearly and effectively present and express detailed and technical information in both formal and informal situations
- Ability to listen and respond to a variety of information and suggestions
- Present a confident position in speaking to community groups as well as lobbying State Legislatures, communication with legal representation, and representing the Commission to the DNR

Job Specifics – Salary Exempt

Director's hours: The basic work responsibilities for the Director on a weekly basis will be from approximately 8:A.M to 4:00 P.M. If the Director responsibilities require work in excess of 40 hours per week, any such time documented will be reimbursed through the use of comp time properly recorded.

Educational opportunities: The Director of the landfill is encouraged to increase educational opportunities. The Commission encourages the Director to enroll in suitable courses, which will aid the efficiency and effectiveness of the manager in achieving these goals set forth in the job description.

Supervisor Vehicle: The Director of the landfill will be given the authority to operate the pickup or any other vehicles or equipment owned by the Commission. Authority is given to the Director to drive said vehicle to and from his/her home. This benefit is given to the employee for the benefit of the Commission. If the Director is required to use his/her own personal vehicle for Commission business he/she shall be reimbursed on a per mile basis for such use at a rate equal to that allowed by the Internal Revenue Service.

Supervisor's Spending Authority: The Director has the authority, without further prior approval of the Commission or Executive Board to spend \$_____ for Commission related expenses. It is anticipated for matters concerning which adequate time does not exist to obtain specific authority from the Commission or Executive Board.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift

and/or move more than 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is occasionally loud. This position is required to work weekends when the landfill is open to the public.

Terms of Employment:

Pre-employment background check will be performed.

Agree to a pre-employment physical and drug screen.

Agree to random drug testing.

Agree to maintain valid driver's license.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Pay grade	\$57,000 – \$70,000
Management? (Yes/No)	Yes
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