

SOLID WASTE SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize, manage, and coordinate the services, functions, and activities of Solid Waste Division of the Public Works Department; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for a management position which provides direction and supervision for the County Solid Waste Facilities and Diversion Programs. Responsibilities include project planning and development, contract administration, compliance monitoring and reporting, staff supervision, assignment, and scheduling.

REPORTS TO

Public Works Director.

CLASSIFICATIONS SUPERVISED

Solid Waste Supervisor, Solid Waste Equipment Operator, Solid Waste Maintenance Worker, Solid Waste Gate Attendant, Fiscal and Technical Specialist, and those performing contractual services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Develops and implements short and long term division goals, objectives, policies and procedures; develops long range plans for major County solid waste facility improvement and maintenance projects;
- Directs, oversees and coordinates the scheduling and performance of work by Division staff;
- Prepares the division budget, identifying needs, proposed expenses, and projected funds available;
- Manages the division budget assuring that funded projects are completed and budgetary and legal constraints are followed;
- Ensures compliance with regulatory requirements;
- Develops and administers the County Recycling Program;
- Maintains current knowledge of recycling and diversion system technologies and understands the potential for implementation in Mono County.
- Develops, maintains and submits required reports and records in a timely fashion;
- Maintains, updates and submits the Solid Waste Parcel Fee Assessments.
- Maintains current awareness of legislation and issues which effect hazardous materials and hazardous waste disposal;
- Responds to inquiries, suggestions, and complaints from the public and County representatives;
- Develops and implements solutions to complex and sensitive situations impacting the public and ensuring the safety and quality of work;

- Meets with community groups and civic organizations to educate and discuss issues relating to solid waste facilities;
- Ensures that safety standards are observed;
- Meets with fire, safety and regulatory inspectors to discuss possible hazards and corrections;
- Develops specifications for bidding purposes;
- Meets with contractors and consultants to provide and obtain information on matters involving the division;
- Provides project management for contract projects;
- Supervises, trains, and evaluates assigned staff.
- Inspects, oversees and provides input at County Solid Waste Facilities
- Attends Public Meetings as necessary.
- Assigns and reviews the investigation and reporting of industrial and equipment accidents;
- Works with the Equipment Management Division to ensure the repair, maintenance, and procurement of equipment;
- Obtains facts, analyzes evidence, and makes decisions or takes actions to correct problems;
- Integrates new programs into existing operations
- Prioritizes workload for prompt completion of emergency and unscheduled work requests

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; perform sustained physical work; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, cell phone, calculator, copiers, and fax; operate an automobile and two-way radio.

TYPICAL WORKING CONDITIONS

Work is performed in building and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, practices and planning techniques for solid waste facilities.
- Laws regulating solid waste facilities.
- Principles of personnel administration including training and supervision.
- Budget principles.
- Legal and safety requirements, occupational hazards and standard safety
- Precautions as they relate to solid waste management.
- Equipment, materials, and methods used in the operations of solid waste facilities
- Principles and practices of contract administration.
- Principles and practices of supervision, budgeting, and public education.
- Development and administration of contracts.

Ability to:

- Work cooperatively and effectively with County personnel and the public.
- Provide positive, professional, and responsive customer service.
- Identify needs and recognize problems regarding solid waste facilities.
- To establish work priorities and/or make operational changes.

- Plan, organize, schedule, and direct the maintenance and repair of assigned County facilities and associated equipment.
- Provide supervision, training, and performance evaluation for assigned staff.
- Perform inspections, identify deficiencies, and implement corrective action.
- Estimate time and materials requirements for maintenance and repair projects.
- Read and interpret project plans and specifications.
- Analyze County waste generation data and propose concepts for increased diversion and recycling.
- Develop project scopes of work, negotiate and administer contracts.
- Prepare budget recommendations and monitor expenditures within budget authorizations.
- Make mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Prepare clear and concise reports.
- Represent the County facilities functions with other County management.
- Establish and maintain cooperative working relationships.
- Lead Local Solid Waste Task Force meetings.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Some ways in which the required knowledge and abilities could be attained are:

- Five years of increasing responsibility in solid waste management, including at least two years of supervisory experience.
- Five years of experience in project planning and management, including control over project budgets, contract procurement, and contract management.
- Five years of experience in assembling, directing, and supervising projects and staff in a highly-regulated field.
- A bachelor's degree in civil engineering, geology, physics, chemistry, or in a similar field in the environmental or physical sciences.
- A bachelor's degree in business management with a minor or coursework in environment or physical sciences.

Special Requirements:

Possession of a driver's license valid in California.

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