

## JOB OPENING FOR SOLID WASTE MANAGER

DEPARTMENT: Solid Waste / Landfill

POSITION TITLE: Solid Waste Manager

REPORTING RELATIONSHIP: Public Works / Town Manager

### POSITION SUMMARY:

Manages all aspects of the Landfill operations for the Town of Huachuca City. Management duties will include budget development and administration, staff management, public information, market expansion, and responsibility for daily operations. Develops and carries out policies, procedures and programs as related to both daily and long range management of the Landfill. Inspects and investigates Solid Waste Disposal situations. Manages recycling efforts. Manages Household Hazardous Waste program and administers grants. Ensures regulatory, code, and contract compliance. Facilitates the community outreach on Solid Waste issues. Works on projects as directed by the Town Manager.

### ESSENTIAL FUNCTION:

1. Responsible for the daily operations of the Landfill, including the Town's Solid Waste Management Plan, equipment, department employees, Household Hazardous Waste and recycling programs. All Town solid waste facilities to be operated in compliance with the State of Arizona issued operating permit(s). Daily and long-range supervision to be detailed in a plan that is coordinated through the Town Manager and ensures compliance with current budget and with state and federal mandates. Landfill operations including grading, waste placement, cover operations, litter control, leachate systems, gas systems, stormwater controls, perimeter controls, ingress and egress of traffic, maintenance and repair of facilities and equipment, and other related waste disposal and management activities.
2. Researches state and federal regulations in relation to operations. Determines impacts of new or modified regulations or state policies and develops or assists in modifying operations or facilities to comply with these regulations.
3. Attends technical training sessions to improve knowledge of state and federal regulations and landfill management.
4. Maintains financial records and prepares annual budget, Capital Improvement and Equipment Replacement Plans. Assures that Landfill operations are completed in accordance with the approved budgets and plans.
5. Evaluates data, plans, trends and issues concerning solid waste disposal and the operation of the Landfill.
6. Investigates solid waste complaints, notices and inquiries in cooperation with other County/State officials.
7. Works with the State of Arizona Department of Health and Environment, Arizona Department of Environmental Quality, Southeast Arizona Governments Organization, Cochise County, Sierra Vista Municipal Planning Organizations, Fort Huachuca Military Reservation, Solid Waste Planning

Committees, the public and area cities on solid waste codes, standards, permits, record keeping and reporting.

8. Develops and provides education programs on solid waste and recycling issues.
9. Promotes waste minimization, environmental protection and environmental health in Huachuca City through own efforts and in cooperation with the Solid Waste Planning Committee.
10. Acts as Secretary for the Solid Waste Planning Committee. Duties include scheduling and attending meetings, providing notices to the public, takes minutes and presents information to the Town Manager as needed.
11. Responsible for cash paid in at the Landfill being deposited with the Town Finance Office on a daily basis.
12. Assures staff is properly trained so that daily operations comply with permits, solid waste codes and Federal, State, Local, and Town policies and procedures.
13. Operates equipment/vehicles safely and for intended purpose, oversees preventative and routine maintenance on all equipment, and provides training on equipment use and daily operations to employees as needed.
14. Performs other duties at the Landfill as needed.
15. Oversee refuse being received; ensure proper handling by employees, supervise and monitor all required testing, and obtain required disposal authorizations for special wastes as necessary.
16. Ensure routine landfill environmental monitoring systems (groundwater and landfill gas probes) are sampled and maintained in accordance with permit requirements.
17. Supervise Department of Corrections Inmates supporting landfill operations and ensuring their safety and compliance with the terms of the Intergovernmental Agreement and other contracts.

#### POSITION REQUIREMENTS:

Education – Minimum qualifications include a College Diploma from an accredited institution or equivalent experience. Prefer a bachelor's degree in environmental science or related field. Require Manager of landfill Operations Certification (SWANA certification) and membership in professional associations for solid waste management and public administration.

Experience – Prefer ten years of supervisory, management and budgetary experience. Require ten years of heavy equipment operation experience. Require minimum of five years of direct solid waste management experience. Retired Military encouraged to apply.

Skills – Considerable technical knowledge and math skills. Considerable knowledge of Federal, State and local laws and regulations of solid waste and environmental codes. Must be able to prepare and manage department budget, capital improvement and equipment replacement plans. Good oral, written and interpersonal skills. Knowledge of modern office procedures, computer programs and equipment. The ability to operate a computer, calculator, and other related office equipment. Maneuvers to sites on foot. Must have ability to work while utilizing a breathing apparatus. Hearing acuity for radio \

telephone transmission, verbal communications. Visual acuity at 1,000 feet for investigation and evaluation.

**Problem Solving** - Problem solving exists in this position. Solves problems related to daily operating budget, personnel, advisory board, compliance with state permits and codes, and other short and long term managerial issues at the direction of the Town Manager and in accordance with Town policies. Problems involve relating information to the Town Council, the Town Manager, local, state and federal officials, employees and the general public. Maintains daily records and keeps current with regulations issued by state and federal agencies. Must have ability to interpret and administer state and federal environmental regulations.

**Decision Making** - Decision making exists in this position. Decisions include interpreting laws, rules and regulations governing solid waste and other environmental codes and in determining if information listed is accurate. Must also possess the ability to assign tasks and supervise the delegated work.

**Accountability** - Employee is responsible for daily operation and budget control of the department. Budgetary guidelines are established by the Town Council and Town Manager.

**Supervision** - Employee is responsible for the supervision of subordinate personnel. Task involves daily supervision, scheduling and annual evaluation.

**Personal Relations** - Continual contact with other Town departments and the general public. Must have excellent customer service attitude and ability to handle confrontations with customers. Works with front line employees, customers, Town employees, Cochise County administration, state officials and others.

#### **WORKING CONDITIONS:**

Work is accomplished both in the office and in field. In field, walks over rough terrain and is exposed to unpleasant odors, hazardous chemicals, pests, high wind and dust levels. Required to perform manual labor as needed. In office, uses computer, copier, telephone, and calculator. Frequent high mental, visual and aural concentration required. Stands, walks, bends and reaches continually. Frequently drives vehicle. May be exposed to all types of weather conditions including adverse weather conditions when working in the field. Functions in close proximity to Hazardous Waste while wearing safety clothing and respirator. Works with unknown materials and handles hazardous waste and angular waste appliances. Must meet public and be prepared to deal with difficult people and people representing other cultures and people with limited ability to communicate in English.

**COMPENSATION AND BENEFITS:** Annual Salary: \$30,000 to \$40,000 depending on qualifications, education, and experience. Life Insurance, Medical insurance, Dental Insurance, and Vision Insurance, and Pension available.

#### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position is open until filled.

#### EQUAL OPPORTUNITY EMPLOYER:

The Town of Huachuca City respects, values and welcomes diversity in our workforce. It is the policy of the Town of Huachuca City to provide equal employment opportunity to all employees and applicants for employment. That policy is one of nondiscrimination on the basis of race, sex, sexual orientation, national origin, religion, color, age and/or disability. This policy is to be followed in respect to all conditions of employment, including but not limited to recruitment, selection, promotion, placement, training, transfers, discipline, compensation, employee benefits, layoffs and terminations.

#### AMERICANS WITH DISABILITIES ACT:

Applicants for employment with the Town of Huachuca City shall be able to perform the essential functions for the position they seek, with or without a reasonable accommodation for a qualified disability, consistent with the Americans with Disabilities Act. A qualified, disabled individual who, with or without reasonable accommodation, is capable of performing the essential functions for the particular job in question and meets the other requirements of the job and performance requirements, will be given equal consideration in all aspects of employment, including hiring, promotion, and salary.

The Town is committed to providing reasonable accommodations to allow disabled employees to perform their essential job functions. If you have a disability and require an accommodation in order to perform your job's essential functions, please alert the human resources department.

DATE WRITTEN: April 2020