

SOLID WASTE PROGRAM MANAGER

DEFINITION

Under general direction, works independently and with local solid waste personnel, local/state regulators and franchise contractor personnel to ensure solid waste programs meet State requirements and related regulation and legislation. Monitors and generates grant applications and reports on solid waste programs, conducts basic environmental sampling to ensure compliance, and organizes and participates in periodic recycling, hazardous waste and other special events. Organizes and participates in programs designed to increase diversion of solid waste, including office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position requires an experienced and skilled working level, or ability to achieve same, comparable to the Engineering Technician class series. Incumbents perform a wide range of office engineering-related, field engineering-related, engineering survey-related and permit support work.

REPORTS TO

Assistant Director of Public Works; Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

SUPERVISION RECEIVED AND EXERCISED

Receives direct, general supervision from the (Assistant) Director of Public Works. The incumbent of this position must have the ability to work independently as the performance of duties frequently requires work off-site. May supervise lower level department employees as assigned. Frequently coordinates with members of the Department of Public Works – Maintenance Division.

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EXAMPLES OF ESSENTIAL FUNCTIONS

- Collaborates extensively with the County's Solid Waste Franchise Contractors;
- Collaborates and communicates with representatives of CalRecycle and, as necessary other Federal, State and Local Agencies that have solid waste-related interests;
- Develops and coordinates community awareness programs; initiates contact and works with citizens, businesses and public entities to increase awareness of matters pertaining to waste reduction, recycling, and proper disposal of special wastes and household hazardous waste;
- Receives and responds to inquiries, requests for assistance and complaints regarding solid waste and recycling programs. Investigates complaints and coordinates with other Departments having jurisdictional or stakeholder interests in such matters; proposes corrective actions; studies operational functions and recommends improvements;
- Prepares reports and correspondence; researches and analyzes technical information for projects;
- Makes oral and written recommendations to site staff or other government officials;
- Monitors, inspects, and investigates the effectiveness of pollution control programs and devices at landfills. Performs routine environmental sampling.
- Prepares draft Agenda requests, as directed.
- Prepares grant/loan applications, as directed.
- Prepares periodic reporting of solid waste and recycling programs, including facility inspections;
- Maintains hard copy and computer files of waste sampling, recycling and other diversion program information.
- Understands federal, state and district laws, rules and regulations as they relate to existing or proposed solid waste and recycling programs.
- Assists contractors, engineers, consultants, and local jurisdictions with solid waste issues as needed.
- Maintains the Department's Solid Waste Program website by collaborating with the Department's webmaster;
- Compiles data on revenue and expenditure, costs, transfers, inventory and assists in preparation of assigned budgets; all in collaboration or under direction of the Department's Fiscal officer;
- Prepares, reviews or processes payment claims, as necessary;
- Performs various office duties as necessary, including entering data into the computer and maintaining electronic and paper files, reviewing incoming correspondence, preparing a variety of letters, correspondence, fiscal or statistical reports.
- Performs related duties as required.

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QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures relating, or relevant, to the Plumas County Solid Waste Program;
- Principles and practices of public information and education programs;
- Waste audits, waste characterization studies, and methods to reduce and recycle solid waste;
- General knowledge of waste collection, separation, transportation, recycling, and disposal operations;
- Collaboration and communication concepts and principles;
- Modern office practices, methods and computer equipment and programs;
- Record keeping principles and procedures;
- Computer applications related to the work;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Develop, analyze, interpret, and apply laws related to solid waste and recycling;
- Communicate effectively in written and oral form with staff, the public, industry professionals, local officials, and regulators;
- Follow safety practices and procedures;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Use English to communicate with and maintain effective working relationships with those contacted on the job;
- Work independently as well as a team member;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret various materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- Make accurate mathematical and statistical computations;
- Establish and maintain effective working relationships with those contacted on the job.

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EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree or higher in environmental science, geography, engineering, chemistry, or physics, or a related field. Other combinations of education (not requiring a Bachelor's Degree) and pertinent experience may be considered.

Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

PHYSICAL DEMANDS

Sit for extended periods; frequently stand and walk; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees will often interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.