

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SOLID WASTE OPERATIONS MANAGER

Department: Solid Waste
Pay Grade: 114
FLSA Status: Exempt
Job Class: 1103
Risk Code: 7590

JOB SUMMARY

Responsible for the daily operations of the solid waste department in a professional and efficient manner which includes performing administrative duties. Work is of considerable difficulty and involves continuous planning, scheduling, project management and routing assignments of personnel and equipment to ensure work is effectively performed with a major focus on enhancing the department's performance and customer experience objectives. Employees in this class may be required to work on-call, after hours, on weekends, and observed holidays on a rotating schedule

ESSENTIAL JOB FUNCTIONS

- Coordinates and supervises the Solid Waste Department's daily operations under direction of the Director.
- Assists the Director in development and implementation of department policy and program plans for various functions of the department.
- Assists the Director in storm debris collection, disposal and monitoring.
- Assists in preparation and administration of the budget based on established and recommended operational needs and goals. Prepares cost analyses and operational reports.
- Coordinates environmental assessment activities including directing consultants' activities and coordinating with regulatory agencies and other interested parties.
- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned by the Director.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the Director.
- Develops procedures for implementing operational changes in organization and employee staffing levels. Supervises installation of such plans.
- Makes procedural and operational recommendations to the Director.
- Supervises development of siting, planning infrastructure improvements, soliciting prospects, and negotiating with interested parties.

- Assists in preparing requests for proposals and bid specifications from contractor and managing consultants.
- Reviews contracts and agreements to ensure that contract documents meet the department requirements.
- Conducts and participates in developing short- and long-range fiscal capital improvement plans.
- Establishes and maintains an ongoing database of all relevant grants information.
- Attends advisory board meetings pertinent to solid waste improvements and building construction projects.
- Conducts meetings and handles problems involving solid waste departmental projects with contractors, consulting engineers, and the public.
- Serves as a department safety committee member as required.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has direct supervision over a small number (less than 10) of employees. Direct supervision includes assigning, directing, evaluating, and reviewing work of all subordinate operational employees. Responsibilities includes providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent; with five (5) years' progressively responsible experience in management (solid waste preferred); or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Sanitary Landfill Operator and Transfer Station Operator certified in the State of Florida within one (1) year of employment
- Requires FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within six (6) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business communities.
- Ability to write and deliver articles for publication that conforms to prescribed styles and format.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to set grades as outlined on engineered drawings in all phases of solid waste operations.
- Ability to prepare budget requirements, construction project estimates and cost assessments associated with contract activities.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, budgetary or technical systems.
- Knowledge of the effective methods of the collection, handling, and disposal of Solid Waste, including economical and efficient methods of scheduling, and equipment usage.
- Knowledge of the principles and practices of solid waste operations, specifically in the area of transportation, disposal, and operations management is preferred
- Knowledge of all types of equipment and the capabilities and maintenance requirements of equipment utilized in solid waste disposal operations.
- Knowledge of modern principles and practices of administration and organization, including budget, personnel techniques, and management.
- Skills in organization and task prioritization.
- Ability to operate within guidelines of Florida Statutes for solid waste management.
- Knowledge of general engineering and surveying preferred.
- Ability to read and interpret blueprints, schematic drawings, and topographical maps preferred.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public.
- Ability to speak effectively and clearly in public.
- Ability to plan and organize work.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to sit, climb, or balance, stoop, kneel, crouch or crawl; and frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, high precarious places, toxic or caustic chemical, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.