

White County Solid Waste Director

Job Description

Nature of work: Responsible for administrative duties and direction of all employees and activities of the White County Landfill. This level of employee manages the ongoing operations of the county landfill program; oversees and participates in the planning, designing, engineering, construction and maintenance; assures operational compliance with federal codes and regulations; and state regulations governing hazardous waste, drainage and ground water protection systems; coordinates and assists state inspection personnel as needed to evaluate county operation. The Director consults with the County Executive in determining plans and policies to be observed in the conduct of landfill operations and, except for general administrative direction, he works independently in supervising the functions at the landfill. Work is reviewed through discussion of problems and review of program results.

Essential Duties and Responsibilities: Formulates departmental policies, regulations, goals and program priorities to be followed by Solid Waste Employees.

Performs a variety of managerial, supervisory and administrative duties related to planning, organizing, directing, and coordinating the engineering, construction, operation and maintenance of the county landfill facilities. Assures compliance with various federal and state agency regulations related to hazardous waste, environmental impact, land management, and overall landfill operations. Oversees and works with County Executive in the operations of Convenience Centers.

Interviews applicants for appointment, conducts or participates in other phases of selection process, and recommends appointment to the County Executive, and plans and directs training activities.

Plans and directs the development and maintenance of records and statistics such as records of daily activities and events, including complaints and files on all accident reports, employee and department training and equipment maintenance.

Cooperates with Federal, State, and other local agencies.

Conducts and maintains effective public relations for the Department.

Prepares work schedules for personnel.

Responsible for operation and maintenance of department equipment and building facilities

Maintains adequate level of personnel to run Solid Waste Operations.

Directs and assists in departmental training.

Performs related work as required.

Requirements of work: Thorough knowledge of the principles, standards and practices of Solid Waste and Landfill operations.

Ability to plan, lay out, and supervises the work of subordinates performing varied operations connected with Solid Waste and Landfill.

Ability to develop proper training and instructional procedures for employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Solid Waste issues, and to modify organizational procedures to meet changing conditions.

Knowledge of Recycling programs or other methods to reduce the amount of material deposited in Landfill.

Knowledge of the principles and practices of personnel and labor relations administration.

Ability to establish and maintain effective working relationships with other county departments, state and federal authorities and the general public.

Working knowledge of the county budgeting process; ability to develop and administer a budget.

Ability to provide effective leadership and to maintain harmonious relationships in the department.

Ability to prepare and present effectively oral and written information materials related to the activities of the White County Landfill.

Training and Experience Required:

- Degree in environmental science, geology, or similar related curriculum preferred or Experience in solid waste and landfill operations.
- Must possess or acquire a Commercial Driver's License within three (3) months of hire date
- Basic knowledge of heavy equipment operation and excavation techniques
- Possess a strong mechanical aptitude to trouble shoot, maintain and service all department vehicles and equipment
- Ability to manage and direct others in completing tasks and goals
- Must be able to develop and execute both short and long term goals so that the Landfill can manage efficiently, now and in the future.
- Computer skills need to include, but not limited to, the ability to handle invoicing, spread sheets, payroll, and inventory

- This job will require people skills to work with the public, inspectors, employees, and government officials
- Director must have an understanding of rules and regulations set forth by the State of Tennessee Department Environment and Conservation and stay informed and up-to-date on changing requirements
- The Director, because of size and budget constraint, must be able to multi-task, and have a broad range of skills including, but not limited to those described above.
- Other duties as assigned, and as needs are determined.
- Director must be a resident of White County or have specific arrangements made to move to White County, within six (6) months of hire date.

Will work under the direct supervision of the current landfill director until such time as it is determined you have both a comprehensive knowledge as well as the ability to perform and direct all landfill operations.