WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Solid Waste Director **Department:** Solid Waste Department **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: Solid Waste Director

Department/Division: Solid Waste Department/County Administration

Nature of Work:

- Oversees and directs the operation of the County's solid waste disposal operations, facilities and equipment as Department Director of the County Department of Solid Waste, including the County solid waste recycling program. Assures that sanitation standards are met in conformance with federal and state regulations.

Essential Duties:

- Disposal Operations: Manages the day-to-day activities of the County's solid waste disposal operations and facilities. Assures compliance with local, state and federal codes and regulations governing the collection and transfer of solid waste.
- Supervises Employees: Supervises the work of all department employees to include scheduling, assigning and evaluating their work.
- Maintenance & Repairs: Schedules routine maintenance and repairs on departmental equipment, buildings, grounds and the County's closed landfill.
- Recyclable Materials: Seek markets for recyclable materials. Negotiate, acquire and supervise vendor contracts to purchase recyclable items from the County. Keep abreast of local and regional markets for sale of recyclable items. Seek new businesses and encourage existing businesses to manufacture and sell products made from recycled materials.
- Recycling Programs: Oversee implementation of County residential, commercial and institutional recycling programs. Work with regional planning commission in developing programs. Work with local governments in developing, upgrading or revising programs.
- Recycling Bins: Monitor recycling bins at convenience stations and mobile locations. Ensure provision and availability of recycling stations and convenience stations.
- Public Relations: Oversee public relations campaign aimed at increasing awareness of and participation in recycling efforts. Oversee public relations

campaign aimed at reduction and eventual elimination of illegal dumping and littering.

- Public Inquiries: Respond to inquiries from the public, County officials, state and federal officials in a timely, courteous and professional manner.
- Reporting: Prepares reports in support of the County's solid waste disposal operations to include financial, administrative and management.
- Heavy Equipment: Operates heavy equipment and vehicles on an as-needed basis.
- Administrative Duties: Performs administrative duties required for the operation of the department, including managerial oversight of department personnel, purchasing, receiving deposit tipping fees, maintaining accurate records and inventories. Prepare departmental budget preparation and administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Thorough knowledge of the techniques of solid waste disposal, sanitary landfill and transfer station operations.
- Thorough knowledge of motor equipment maintenance requirements and ability to supervise employees in the operation of heavy equipment.
- Virginia Waste Management Facility Operator Certification Class I is required or to be obtained within six months of employment.
- Education equivalent to graduation from an accredited college with a major course of study and training in civil engineering, environmental engineering or related field preferred. A minimum of 3 years of experience in solid waste management and program administration. Responsible experience in solid waste management may be substituted for educational requirements.

Job Location and Conditions:

- Work is performed primarily traveling to various locations in the County and also in an office setting at the Transfer Station. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and a Virginia commercial driver's license is preferred.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of

Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.