

JOB DESCRIPTION

SUSSEX COUNTY SOLID WASTE SECTION MANAGER

A. Job Summary Statement (Primary Purpose):

Performs a variety of managerial and supervisory tasks in the operation of the Solid Waste Section including but not limited to supervising subordinate personnel, contract management, public contact as well as interaction with a variety of stakeholders on multiple levels. This position is also ultimately responsible for the continued operation of the Waverly landfill including but not limited to compliance with all applicable local, state and federal regulations, community harmony including convenience site operation, recycling program and County wide roadside litter maintenance.

B. Essential Functions Performed:

1. Manages and supervises all aspects of Solid Waste Section of Sussex County.
2. Manages subordinate personnel including but not limited to employee development, disciplinary actions, work schedule and adherence to all applicable Sussex County policies.
3. Monitors and manages all contractual agreements between Sussex County and contractors. Insures contracts are current and all provisions are being followed.
4. Prepares annual Solid Waste operating budget. Researches and recommends capitol and non-capitol purchases.
5. Prepares and presents reports to county administration, elected officials and other groups as requested.
6. Monitors all phases of landfill development and operation, from plan submission and approval through the closing process. Performs regular inspections of landfills located within Sussex County. Records, generates and files all records of inspections, including fugitive odor emissions, leachate breakouts, storm water and erosion control as well general appearance and cleanliness of the facility. Insures all landfills are operating in compliance with all local, state and federal regulatory requirements.
7. Works with landfill to address areas of concern and establishes a reasonable schedule for resolution.
8. Insures landfill is operating within agreements and contracts as established.
9. Responds to and resolves complaints about illegal dumping, burning, and littering. Communicates expectations to violators and sets timetable for action.
10. Ensures citizen understanding of environmental regulations by developing and presenting oral and visual presentations to schools, citizen groups, elected and appointed officials relating to environmental enforcement.
11. Works independently, using knowledge of the Sussex County Solid Waste Ordinance.
12. Develops recordkeeping systems, forms and reports needed by the Department for use with environmental inspections and enforcement programs.
13. Inspects and monitors all remotely located convenience sites for proper waste acceptance, site cleanliness and customer satisfaction.
14. Assists with other projects as requested by Sussex County administration.
15. Works with VDOT and other Sussex County Departments in the litter maintenance of county roads.
16. Researches and recommends training opportunities for Solid Waste section Staff including industry specific safety training, environmental operational training, as well any type of best management practice training and development.
17. Researches and recommends attendance at industry specific conferences, seminars and other educational and professional development opportunities to maintain current knowledge base of solid waste operations and regulatory requirements and to acquire CEU's to maintain certifications held.

C. Minimum Education and Work Experience Required:

License/Certification Required:

1. A minimum of an Associate Degree, with a focus in civil, environmental engineering or other related curriculum or other field of study related to the nature of the work performed or a combination of experience and education, and five (5) years of experience the solid waste industry with a focus on landfill operations and environmental compliance.
2. Hazardous Waste Operations and Emergency Response (HAZWOPER).
3. Virginia Class 1 Landfill Operators Certification or the ability to obtain within six months followed as soon thereafter as possible by Virginia Class 2 Landfill Operators Certification.
4. Valid Virginia driver license.