

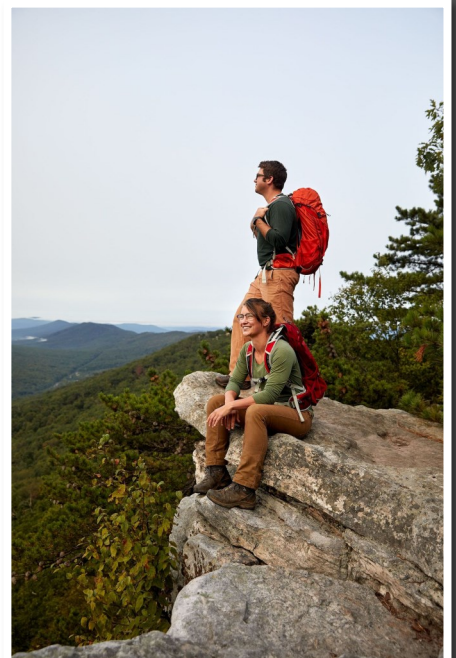
Shenandoah County

VIRGINIA

Recruitment

for

Director of Solid Waste Management



600 North Main Street, Suite 102

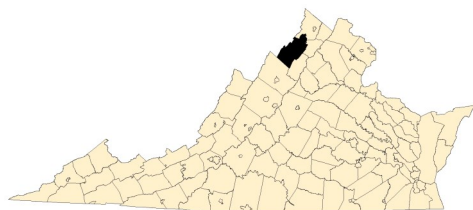
Woodstock, Virginia 22664

www.shenandoahcountyva.us



Our Community

Situated in the scenic northern Shenandoah Valley of Virginia, Shenandoah County is 34 miles long, an average of 16 miles wide, and contains a land area of 512 square miles.



Shenandoah County, formed May 15, 1772, is home to six incorporated towns —Edinburg, Mount Jackson, New Market, Strasburg, Toms Brook, and Woodstock — as well as over 100 unincorporated communities. Shenandoah County is served by the parallel routes of the Old Valley Pike (U.S. Route 11) and Interstate I-81, which run its length, and the I-81 intersection with I-66, which runs east to Washington, D.C. is just a short distance north of the County line.

With over 26% of the County covered in National Forest, including over 178 miles of trails and 30 miles of streams feeding the Shenandoah River, Shenandoah County has an abundance of diverse outdoor recreational amenities and attractions. Shenandoah County is also steeped rich in history with many community museums, battlefields, and historic sites located throughout the County. Shenandoah County also has an expansive array of restaurants, wineries, breweries, and cideries as well as farms, markets, shops, and country stores.

Shenandoah County has a 2020 population of approximately 44,200 residents, the median age is 44.7, and the per capita personal income is \$46,680.



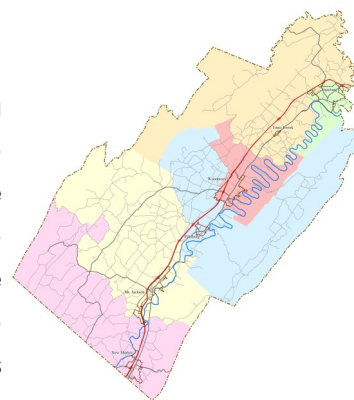
Our Organization

Shenandoah County operates under the traditional Board-Administrator form of government. The County has six magisterial districts with each district represented by an elected Board of Supervisor member. The six-member Board appoints the County Administrator.

Shenandoah County provides a wide range of services to residents and businesses, including solid waste, public safety, education, judicial administration, parks and recreation, library, water and sewer, planning, zoning, and building safety, tourism, economic development, and health and human services.

Solid Waste Management

The Solid Waste Management Department is a critical infrastructure unit that manages solid waste and recycling for the citizens and businesses of Shenandoah County. The Department operates on a 200+ acre landfill property, and collects waste and recycling from thirteen sites across the County. The current permitted landfill footprint is 37 acres, of which 23 acres is active. Current estimates project the landfill life to be approximately 30 years. The Department's annual operating budget is approximately \$3.2M, with annual capital expenditures ranging from \$400,000 to \$4M.



The Director of Solid Waste oversees a full-time staff of 16 plus 26 part-time employees. Four staff report directly to the Director, a Landfill Operations Manager, an Administrative Assistant, and two Weighmasters. Landfill staff perform such duties as heavy equipment operation, fleet maintenance and repair, solid waste transport using roll-off trucks, environmental permit compliance, welding, and seasonal snow plowing.



Our Ideal Candidate

The Director of Solid Waste is an integral member of the County's executive team reporting to the County Administrator. The ideal candidate will be a forward-thinking team player with a strategic focus on deploying best practices, bringing the best out of the Department staff, and achieving full compliance with environmental regulations. The ideal candidate will have management and policy experience working in solid waste, preferably public landfill operations.

Given the small size of our organization, the successful candidate will embrace the role of a subject matter expert and will be analytical and detail-oriented. The selected candidate will maintain an understanding of the issues affecting the County and leverage that knowledge to aid County Administration in decisions that positively impact the organization and meet the needs of the County.



Key Initiatives

- In addition to the active landfill, there are two closed landfills on the property. One closed landfill is adjacent to the active one, presenting an opportunity to increase the permitted air space by expanding the existing footprint and connecting the two units. Such a major permit modification would increase the landfill life span by more than a decade.
- County citizens must currently cross the landfill scales and enter the industrial site for a variety of disposal purposes (like large/bulky items, tires, electronics, and household chemicals). A preferable system would entail constructing a large Citizens Convenience Site outside the landfill scales, where non-commercial waste and recycling could be collected. This would forgo the need for residents to interact with heavy equipment on the landfill property.



- Two other landfill construction projects have been proposed, including a new office building and a new maintenance garage. Should funding become available for these improvements, draft plans are in place.
- Landfill Gas is currently flared off. When economically feasible, a gas-to-energy system should be implemented to capture the benefits of methane generation.



The Position

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in business administration, public administration, civil engineering, environmental science or related field. At least five years of cumulative experience in solid waste operations and/or managing complex organizations, systems, and employees. Specific experience with public landfill operations is preferred. Organizational leadership and management experience is essential.

Other Special Certifications

Possession of a Waste Management Facility Operators License in the Commonwealth of Virginia, or ability to possess within one year. Possession of an appropriate driver's license is also required.

Knowledge, Skills, and Abilities

Must possess a thorough knowledge of the current practices, methods and techniques involved in the operation of a public solid waste landfill and waste collection system; thorough knowledge of local, State and Federal laws regulating waste disposal and recycling; the ability to plan, implement and direct the disposal of solid waste; knowledge of current trends in solid waste management; the ability to prepare and present technical reports; the ability to solve problems within scope of responsibility and identify issues in advance in order to prevent problems from occurring; the ability to establish and maintain effective working relationships with County officials, departmental staff, regulatory agencies, consulting engineers, contractors, professional colleagues, and the general public; and the ability to effectively lead and manage the work of department staff.

Essential Function and Tasks

- Plans, coordinates, implements and monitors collection and disposal of solid waste, recyclables and green waste for residential and commercial customers



Essential Function and Tasks, continued

- Researches, compiles and analyzes information and data including permitting and other compliance matters
- Prepares narrative and technical reports to meet internal, state, and federal reporting requirements, to include DEQ and EPA
- Manages related landfill functions including landfill gas collection system, septic disposal station, and leachate collection and disposal system
- Designs and provides public information and outreach to the public about landfill programs
- Advises and assists in the surveillance, investigation and inspection of solid waste problems
- Institutes an orientation training and safety and maintenance program for all landfill staff
- Maintains accurate and timely personnel, cost, and operating records and reports
- Develops and monitors operating and capital budgets; receives, approves bills and expenditures
- Coordinates construction management and daily operations efforts with Solid Waste Operations Manager
- Oversees and coordinates capital projects, major programs and purchases





Application Process & Timeline

The complete position description and application are available online at www.shenandoahcountyva.us or at the Shenandoah County Government Center located at 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Qualified applicants should submit a complete application, cover letter, and resume to:

Shenandoah County Human Resources
600 North Main Street, Suite 102
Woodstock, VA 22664
540-459-6287
jobs@shenandoahcountyva.us

Compensation & Benefits

Shenandoah County offers an excellent benefits package, including medical, vision, and dental insurance with employer contribution, participation in the Virginia Retirement System, employer-paid group life insurance, vacation and sick leave, paid holidays, and continuing professional development and educational opportunities.

The Solid Waste Director position is at-will, full-time with some evening and weekend commitments. The position is an FLSA-exempt position on Grade 27 of the County's Pay Plan. The full annual pay range for this position is \$70,033 to \$103,964. Actual pay will be commensurate with qualifications and experience and internal equity.

This position is open until filled, with first review of applications starting on Wednesday, May 25, 2022.

The successful candidate must pass a pre-employment, post-offer drug screening and background check.

*Shenandoah County is an
Equal Opportunity Employer*



Thank you for considering
Shenandoah County!



EMPLOYMENT OPPORTUNITY

Director of Solid Waste

Shenandoah County is inviting applications for the position of *Director of Solid Waste* within the County's Department of Solid Waste Management.

Shenandoah County is seeking an experienced professional to lead the County's Department of Solid Waste Management. The Director of Solid Waste performs difficult professional and technical intermediate administrative work leading and managing a solid waste system including collection, disposal, and recycling operations. Work is performed under general supervision of the County Administrator. Supervision is exercised over all department personnel.

The County application, recruitment packet, and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position will be open until filled with a first review of applications on Wednesday, May 25, 2022.

Shenandoah County is an Equal Opportunity Employer

DIRECTOR OF SOLID WASTE

JOB PURPOSE:

Performs difficult professional and technical intermediate administrative work leading and managing a solid waste system including collection, disposal, and recycling operations; does related work as required. Work is performed under the general supervision of the County Administrator. Supervision is exercised over all assigned personnel.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Leading, planning, directing, coordinating, and supervising all areas of development and implementation related to solid waste operations including the operation of a sanitary landfill, a system of public collection sites for residential waste and recyclables, and a recyclable materials handling facility; direct supervision of department staff; maintaining vital records and files;

- Plans, coordinates, implements, and monitors collection and disposal of solid waste, recyclables, and green waste for all residential and commercial customers;
- Researches, compiles, and analyzes information and data including permitting and other compliance matters;
- Prepares narrative and technical reports to meet internal, state, and federal reporting requirements, to include DEQ and EPA;
- Manages related landfill functions including landfill gas collection system, septic disposal system, and leachate collection and disposal system;
- Designs and provides public information and outreach to the public about landfill programs;
- Advises and assists in the surveillance, investigation, and inspection of solid waste and disposal problems;
- Oversees an orientation training and safety and maintenance program for all landfill staff;
- Maintains accurate and timely personnel, cost, and operating records and reports;
- Develops and monitors operating and capital improvement plan budgets; receives, approves, and codes bills and expenditures;
- Coordinates construction management and daily operations efforts with Solid Waste Operations Manager;
- Coordinates all required safety and environmental training for the Department of Solid Waste staff;
- Oversees and coordinates capital projects, major programs, and purchases;
- Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in business administration, public administration, civil engineering, or environmental science and at least five years of cumulative experience in solid waste operations and/or managing complex organizations, systems, and employees. Specific experience with public landfill operations is preferred. Organizational leadership and management experience is essential.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the current practices, methods, and techniques involved in the operation of a public solid waste disposal landfill and collection system; thorough knowledge of local, State and Federal laws regulating waste disposal and recycling; ability to plan, implement and direct the disposal of solid waste; knowledge of current trends in public solid waste management and landfill operations; ability to prepare and present technical reports related to all aspects of solid waste collection and disposal; ability to solve problems within scope of responsibility and identify issues in advance in order to prevent problems from occurring; ability to establish and maintain effective working relationships with County officials, departmental staff, regulatory agencies, consulting engineers, contractors, professional colleagues, and the general public; ability to effectively lead and manage the work of department staff.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of a Waste Management Facility Operator License in the Commonwealth of Virginia within one year.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and oils.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.