

Department: Solid Waste Agency

SPEC DISK A4

Classification: \_\_\_\_\_

DOCUMENT

59

Grade: \_\_

*SOLID WASTE DIRECTOR*

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient development, organization and implementation of an approved County Solid Waste Management Plan. This is a bonafide Department Head position having the authority and responsibility of appointing and terminating employees within the framework of the Law and established County policies and involves direct management of the efforts and activities of professional consulting engineers, environmental counsel, coordinators and administrative support staff. The Director is responsible for developing and maintaining an effective working relationship between the State Department of Environmental Conservation and the County of Essex by demonstrating the magnitude of the County Board of Supervisor's efforts to properly dispose of the County's solid waste. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops and implements policies and procedures for the administration of the County Solid Waste Agency;
- Supervises and directs consultants engaged in the preparation of all plans, designs, permit applications, audits and related work;
- Oversees planning studies for development and operation of existing and proposed solid waste management facilities including advising and overseeing design and construction of capital projects;
- Manages all required legislative and adjudicatory permit hearings for any new facilities;
- Coordinates and maintains direct contact with the County Board of Supervisors and elected officials on all County solid waste management activities;
- Directs the coordination of area local government jurisdictions with department planning development and operation of solid waste management facilities;
- Maintains direct contact with all Federal, State and local regulatory agencies to identify mandatory and prospective requirements to insure continued operating compliance;
- Directs and oversees the preparation of administrative and operating budgets

for the Agency;  
Coordinates and makes application for a variety of Federal, State and private funds;  
Evaluates the effectiveness of current and proposed operating and management systems to insure on-going conservative use of the Taxpayer's dollars;  
Establishes priorities for all work activities of the Agency;  
Assigns responsibility for individual projects and duties to staff members;  
Develops proposals for solid waste management facilities in various parts of the County;  
Coordinates and maintains direct contact with community, institutional and industrial representatives regarding solid waste and directs and approves public information and news releases.

#### FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering and a good knowledge of sanitary engineering principles and practices or a thorough knowledge of sanitary engineering and a good knowledge of civil engineering principles and practices with reference to general construction, reconstruction and repair, building construction maintenance and repair, and solid waste disposal; thorough knowledge of administrative techniques and practices and the relationships between contractors, public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision, and administrative control; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel; ability to think analytically in the solution of administrative and engineering problems and to make and hold to decisions resulting therefrom; ability to meet, speak, and deal effectively with public officials, professional personnel and the general public; initiative; good judgment; and good physical condition.

#### MINIMUM QUALIFICATIONS:

Six years of training or experience in the field of building engineering design or construction.

Revised - Resolution 20 (1/15/92)