

SOLID WASTE PROGRAM SUPERVISOR

Job Code	Pay Grade
16966	CL18

Nature of Work

This is advanced level professional, supervisory work involving planning, coordinating, implementing, directing, monitoring and promoting environmental, solid waste management, scalehouse operations, and waste reduction programs in accordance with applicable regulations and permits as well as County policies. This position is responsible for direction and coordination of activities relating to permit compliance for the landfill, Waste to Energy Plant, scalehouse operations, and recycling programs. Responsibilities include coordination of programs and activities with federal and state agencies, municipalities, public schools, local businesses and other agencies; research, long range planning and evaluation of programs with respect to the County's goals and objectives; and data collection, statistical tabulation, preparation and presentation of comprehensive reports. Responsibilities also include supervision of staff supporting a variety of activities in the Solid Waste Operations Department. Employees in this class oversee and manage contracts, ensure daily revenue reconciliation, and prepare and monitor budgets. Employees in this class may also assist in the management of environmental projects such as lease management and managing the special waste handling program. Work is performed with considerable initiative and independent judgment in the interpretation and application of federal, state, and local, laws, rules, regulations and guidelines, governing recycling and waste reduction.

Minimum Qualification Requirements

- 7 years of progressively responsible work experience in landfill management, environmental management, solid and/or hazardous waste programs, urban planning, accounting, public or business administration, contract administration or related environmental field; including two (2) years of supervisory experience; or
- Associate's Degree with major course work in environmental management, physical, natural or biological science, public or business administration or a related field and 5 years of progressively responsible work experience in landfill management, environmental management, solid and/or hazardous waste programs, urban planning, accounting, public or business administration, contract administration or related environmental field; including two (2) years of supervisory experience; or
- Bachelor's Degree with major course work in environmental management, physical, natural or biological science, public or business administration or a related field and 3 years of progressively responsible work experience in environmental management, solid and/or hazardous waste programs, urban planning, accounting, public or business administration, contract administration or related environmental field; including two (2) years of supervisory experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- SWANA Manager of Landfill Operations or Manager of Recycling Systems certification within twelve (12) months of hire date.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates and monitors on-site activities for compliance with all applicable permit conditions, prepares required reports, and recommends corrective action, as necessary.
- Manages, plans, reviews and inspects work of subordinate staff engaged in activities relating to the solid waste management operations, including waste reduction, recycling and disposal.
- Directs and manages contracts for various solid waste management programs. Develops and/or approves work plans, coordinates and reviews work efforts and deliverables, develops budgets, and approves expenditures.

SOLID WASTE PROGRAM SUPERVISOR (continued)

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Illustrative Tasks (continued)

- Directs and manages all aspects of scalehouse operation.
- Plans, coordinates, implements and promotes recycling and waste reduction programs and activities.
- Interprets and verifies groundwater, surface water, leachate, landfill gas, ash and gradient monitoring data and reports results to appropriate regulatory agencies.
- Compiles data for statistical tabulation and analysis; submit comprehensive reports to state and local officials covering the current accomplishments of recycling and waste reduction programs.
- Reviews special waste disposal requests and provides advice on proper disposal procedures and compliance with laws, codes, and regulations, and County policies and procedures.
- Manages development, approval and ongoing compliance of leases and licenses for use of solid waste property by other county agencies, non-profit groups and businesses.
- Develops education program and stimulates public awareness of recycling, waste reduction, and other solid waste programs and activities.
- Addresses professional organizations, state regulators, the Technical Management Committee, civic groups and students on subject relative to County programs in solid waste management.
- Coordinates programs and activities with federal, state and local agencies, municipalities, public schools and local businesses to support a concerted effort toward achievement of the state-mandated-percentage recycling goal.
- Develops performance goals and targets, establishes standard operating procedures and tracks department performance measures.
- Assists in budget preparation by providing input on the development of the annual department budget and monitoring section expenditures.
- Monitors rulemaking activities, and assesses impact of changes in law on site activities, prepares comments on proposed rulemaking for submittal to regulatory agencies, and adjusts departmental procedures and contracts to comply with said changes.
- Pursues and administers grants and loans from state and other public and private sources as appropriate.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and methods of operation and maintenance of solid waste management systems, including waste reduction, recycling, landfill and waste to energy.
- Knowledge of national, state and local ordinances, rules and regulations relating to solid and hazardous waste management and ability to enforce them.
- Knowledge of most recent advances in solid waste recycling or waste-to-energy, including functioning and servicing related equipment.
- Knowledge of the principles of government accounting, auditing, ash management, and internal control principles.
- Ability to develop bid/proposal specifications; knowledge of bidding/RFP procedures with ability to develop, write, negotiate, and administer contracts.
- Knowledge of budgeting and accounting principles, practices and procedures.
- Ability to present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to develop, conduct and participate in research studies, analyze information and formulate recommendations based upon studies.
- Ability to supervise and coordinate technical, operational and administrative staff, activities and programs.
- Ability to establish and maintain effective working relationships with representatives of federal, state and local agencies and organizations, fellow workers, and the general public.
- Ability to use independent judgment to take appropriate action in an emergency.

For official use only

Revised	EEOC Code	Overtime Code
1/16	Officials & Managers	Classified/Excluded