

# SOLID WASTE PROGRAM MANAGER

Job Code	Pay Grade
16968	CL20

## Nature of Work

This is professional work managing the activities of two or more formal supervisors or work engaging in activities as a program manager with technical expertise in directing the management, monitoring, and compliance of regulatory issues in solid waste programs of the Solid Waste Department. The incumbent performs complex work involving solid waste regulatory requirements, program management, sensitive environmental issues, and programs managed by independent contractors. This position is responsible for performing a variety of tasks in specialized technical fields and professional work relating to complex waste programs, site management, and related projects. The incumbent performs specialized work involving the regulatory and management oversight of a significant portion of the Solid Waste Department's various operations. Programs and activities include management and oversight of complex businesses, landfill and waste to energy (WTE) policies, operations, permits, monitoring contract management, site services, construction projects, and maintenance of quality service to the public. This position reports to a Section Manager or designee.

## Minimum Qualification Requirements

- 9 years of progressively responsible work experience in WTE landfill or other solid waste program management that includes 2 years of supervisory experience; or
- Bachelor's degree with major course work in environmental management, physical, natural or biological science, engineering, public or business administration, or a related field and 5 years of experience as described above; or
- An advanced degree in a related field may be substituted for up to 2 years of required work experience but must include 1 year in supervision of personnel responsible for supervising solid waste/landfill/recycling management programs; 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.
- Candidate to obtain Solid Waste Association of North America Manager of Landfill Operations certification within 12 months of hire date.
- Candidate to possess Hazardous Waste Operations and Emergency Response certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Performs a broad range of tasks and assignments dealing with a regional state of the art solid waste facility.
- Plans and develops procurement initiatives for solid waste, waste-to-energy plant and landfill, and recycling program consultants, contractors.
- Manages and administers contracts including review and inspection of work, evaluating performance, and approving invoices.
- Manages, plans, reviews and inspects work of subordinate supervisors and staff engaged in activities relating to the management and operations of the waste-to-energy plant and landfill, recycling programs, environmental compliance, and contract management.
- Acts in a liaison capacity with other county departments and state and federal agencies and may appear as an expert witness in court cases.
- Administers the enforcement of established waste-to-energy landfill and other related environmental regulations and administers contracts, while maintaining high performance and implementing policies.
- Investigates and resolves various solid waste program related issues or problems and complaints to include reviews, follow-up reports, and correspondence.

## SOLID WASTE PROGRAM MANAGER (continued)

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### Illustrative Tasks (continued)

- Directs and manages large construction and operating projects and contracts.
- Supervises and participates in the solid waste divisions and sections work plans.
- Develops program budgets, reviews standard operating procedures and tracks department performance plans.
- Prepares and evaluates solid waste program reviews and policy analyses.
- Ensures site safety, environmentally sound practices, quality control and integrity of department operations in compliance with federal, state, and county regulations and policies.
- Completes special projects and coordinates special department initiatives.
- Prepares the annual budget for assigned areas of responsibility.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of the operation and maintenance of solid waste disposal systems, including waste-to-energy, landfills, and recycling.
- Knowledge of national, state, and local landfill including waste-to-energy permitting related laws, ordinances, codes regulations, and protection of public health.
- Knowledge of federal, state and local standards, rules and regulations pertaining to landfill operations and recycling programs.
- Knowledge of OSHA regulations and recognized safety procedures and practices.
- Knowledge of the functioning and servicing of solid waste disposal equipment and rolling stock.
- Knowledge of modern developments in the fields of solid waste, waste-to-energy, and recycling.
- Knowledge of budgeting and accounting principles, practices and procedures as applied to large organizations.
- Ability to apply computer applications and software.
- Ability to develop bid/proposal specifications; knowledge of bidding/RFP procedures with ability to develop, write, negotiate, and administer contracts.
- Ability to plan for and manage professional and technical staff implementing complex waste-to-energy landfill and recycling programs.
- Ability to supervise subordinate staff, participate in complex studies, analyze information and formulate recommendations based upon findings.
- Ability to present ideas and findings clearly and concisely in written, oral, and graphic form.
- Ability to plan, manage and coordinate technical, operational and administrative activities and programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow workers, outside agencies, and the general public.

For official use only

Revised	EEOC Code	Overtime Code
8/15	Officials & Managers	Classified/Excluded