

FILLMORE COUNTY JOB DESCRIPTION

Solid Waste Administrator

DEPARTMENT: Sanitation		JOB TITLE OF SUPERVISOR: County Board
PAY GRADE/RANGE: 11	BARGAINING UNIT: Not Represented	FLSA STATUS: Exempt

GENERAL PURPOSE OF JOB

Provide Fillmore County residents with a safe, environmentally sound solid waste management plan by administering overall operation of resource recovery center, supervising departmental employees, managing departmental budget, reporting to county board, and ensuring that waste is handled and disposed of in accordance with applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

FREQUENCY

Reviews, interprets, and implements federal, state, and local policy regulations. Educates, trains, and monitors employees to determine that all rules and regulations are followed and that the facility operates in a safe manner.	Daily 15%
Develops, recommends and monitors the budget by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish goals. Recommends purchases of all equipment and supplies. Submits financial and operational reports as requested and reports to County Board.	Monthly 10%
Supervises the activities of staff responsible for carrying out the functions of the department. Supervision includes assignment and review of projects, providing assistance, evaluating performance, administering discipline, and making hiring, termination and pay change recommendations.	Daily 40%
Keeps abreast of waste management trends, environmental protection funding sources, recycling markets, and compost markets. Uses this information to educate the public and staff on waste reduction and safe handling of solid waste. Communicates with various community groups, governmental agencies, and represents district at various meetings.	Weekly 15%
Develops long term (5 year plan) Solid Waste goals, monitors progress on goals, updates cost projections, recommends changes to achieve objectives, and submits reports to Office of Environmental Assistance.	Annually 10%
Oversees maintenance of equipment, buildings, and grounds at the Resource Recovery Center by conducting inspections and assessing the need for repairs.	Monthly 5%
Assists County Board with bargaining agreement negotiations.	Varies 5%
Performs other duties of a similar nature or level.	As required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of Bachelor's degree (B.A.) in environmental science from a four-year college or university; and two years solid waste or supervisory experience and/or training; or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- Minnesota Drivers License or evidence of equivalent mobility
- MN Hazardous Waste Categorization Certificate

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Knowledge of federal, state, and local solid waste handling regulations
- Waste management trends
- Recycling and compost markets
- Basic Accounting procedures
- Fiscal and operating reporting procedures
- Basic knowledge of supervisory approaches and methods
- Familiarity with bargaining agreement negotiation, mediation and arbitration procedures

REQUIRED SKILLS *(position requirements at entry)* skill in:

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, governmental regulations, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires a high degree of skill in developing, motivating, fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually loud.

CLASSIFICATION HISTORY

Prepared By: Debra Bryan/Bjorklund Compensation Consulting (BCC)	Date: 10-1999
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