



HUMAN RESOURCES OFFICE

Canyon County, Idaho

Jeannine M. Eiband, SPHR
Director

CANYON COUNTY VACANCY ANNOUNCEMENT Open Recruitment

Solid Waste Director

Department: Solid Waste

Salary: \$75,000 - \$95,000 DOE

Non-Classified: Canyon County Personnel Rule 1.06

FLSA Status: Exempt

Applications: Individuals wishing to apply for this position must submit a completed application to the Human Resources Department prior to the application review date listed below. Applications are available at 1115 Albany Street, Caldwell or online at www.canyonco.org (go to Employment Opportunities). There may be additional forms necessary to complete the application process. Contact: Human Resources, hrdept@canyonco.org or 208-454-6610.

Canyon County Personnel Rule 3.01: Employees wishing to apply for this position should submit a letter of interest to Human Resources by the closing date of the recruitment. First consideration in filling the vacancy may be given to qualified Canyon County employees. EOE

Job Summary: The principal function of an employee in this class is to supervise, manage, plan, organize, and direct the staff and operations of the Solid Waste Department. This position also performs managerial, administrative, and supervisory work in directing the efficient management and/or disposal of solid waste and recyclables. The work is performed under the supervision of the County Commission, but considerable latitude is granted for the exercise of discretion, independent judgment and initiative with respect to matters of significance. The principal duties of this class are performed in a general office environment that includes some field inspection duties.

Acceptable Experience and Training: Bachelors degree in civil or environmental engineering, geology, or related field is required; and considerable administrative experience in the field of solid waste management, including managerial and supervisory experience, is required.

Special Qualifications: Valid Idaho driver's license; Idaho Professional licensure, either PE or PG; Must successfully complete a background investigation.

APPLICATION REVIEW BEGINS 6/6/2014 @ 3:30 pm



Solid Waste Director

Department: Solid Waste
FLSA Designation: Exempt
Personnel Rule 1.06: Non-Classified

Pay Range: 890
Effective Date: 10/01/03 **revised:** 08/13/04;
5/29/08; 3/14/14

General Statement of Duties

Performs supervisory, administrative, and managerial work in planning and directing the activities of the County Solid Waste Department; performs related work as required.

Classification Summary

The principal function of an employee in this class is to supervise, manage, plan, organize, and direct the staff and operations of the Solid Waste Department. This position also performs managerial, administrative, and supervisory work in directing the efficient management and/or disposal of solid waste and recyclables. The work is performed under the supervision of the County Commission, but considerable latitude is granted for the exercise of discretion, independent judgment and initiative with respect to matters of significance. The principal duties of this class are performed in a general office environment that includes some field inspection duties.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Plans, organizes, and directs the activities of the County Solid Waste Department;
- Directly supervises and evaluates supervisory landfill employees;
- Provides training opportunities for landfill employees;
- Directs the preparation and implementation of operational and capital budgets for the Department, including evaluating charge rates and determining annual financial assurance funds;
- Maintains and oversees Department specialized computer systems;
- Conducts all environmental monitoring to comply with federal, state and County laws and regulations;
- Researches and responds to questions or problems regarding solid waste or landfill raised by County Commissioners, other County departments, outside agencies, and the public;
- Manages and performs contract administrative duties, including negotiating and contract interpretation, evaluating performance, and ensuring contract conformance meets County requirements;
- Prepares for landfill expansion including land purchase, preliminary designs, permits, and hydrogeologic investigations, according to County requirements and regulations;
- Develops strategies for prolonged life of the landfill;
- Conducts annual evaluation of landfill status;
- Ensures and oversees compliance with all federal, state and local rules and regulations pertaining to the disposal of all County solid waste and landfill operations, including preparation of compliance reports and records;
- Oversees and administers the landfill operations;
- Oversees the implementation of recycling programs;
- Acts as County liaison to residential, industrial, and commercial waste generators and other solid waste agencies;
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Current supervision and evaluation methods and techniques;
- Solid waste and recycling disposal operations, materials, methods, principles, practices, and equipment necessary for efficient disposal of refuse or recyclable material;
- Federal, state, County, and local health and environmental codes, rules, and regulations;
- Comprehensive experience with and knowledge of the following federal regulations and rules: CERCLA, SARA, TSCA, SUBTITLE D, CCA especially Title V, GHG Reporting, NPDES, NESHAP;

- Extensive knowledge of Idaho State laws and regulations: Idaho Solid Waste Facilities Act, and various Idaho Statutes regarding management of solid wastes applicable to Counties;
- Current techniques and methods for disposal, storage, and recycling of solid waste materials;
- Principles and practices of public administration, personnel management, budgeting, and contract administration;
- Emergency response procedures related to landfill hazardous waste spills, fires, gas accidents, and procedures for notification to regulating authority;
- Federal (OSHA) regulations and County policies governing safe work practices, including use and handling of and proper disposal of hazardous waste, chemicals, and materials;
- Operation of standard office equipment, a personal computer, and job-related software.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Plan, organize, and schedule the work of a Department engaged in disposal of solid waste and supervise and evaluate the work of subordinates;
- Read and interpret technical and operational documents, manuals, maps, plans, and contracts;
- Review and evaluate plans and specifications for proposed new construction, system design, and operation changes;
- Make accurate arithmetical calculations;
- Interpret, apply, and explain County, federal, and state solid waste and recycling laws and codes;
- Analyze and interpret computer, statistical, and laboratory data, including using the information in reports and recommendations;
- Develop and administer a department budget;
- Interpret and explain rules, regulations, and policies relating to solid waste;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with customers, contracted agencies and workers, other employees, supervisory personnel, elected and appointed officials, and the public;
- Mediate contentious situations between employees, the public, contractors, and customers;
- Operate a personal computer using program applications appropriate to assigned duties;
- Operate standard office equipment;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- Bachelors degree in civil or environmental engineering, geology, or related field is required; and
- Considerable administrative experience in the field of solid waste management, including managerial and supervisory experience, is required.

Special Qualifications

- Valid Idaho driver's license;
- Idaho Professional licensure, either PE or PG;
- Must successfully complete a background investigation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person and on a telephone, and hear within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, work in an office environment, and perform field inspections in varying temperatures and sun exposure.