

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

SOLID WASTE - RECYCLING MANAGER

Grade 30: \$47,941.45 (\$23.05/hr.) - \$66,087.81 (\$31.77/hr.)

DEPARTMENT: SOLID WASTE

DIVISION: PUBLIC WORKS

GENERAL DESCRIPTION:

This is highly responsible work in managing the operations and maintenance of landfill facilities, the use and maintenance of heavy equipment and recycling operations according to County policy and regulatory agency rules. Reports to the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Plans, coordinates, assigns and supervises employees in landfill and recycling operations, delegates tasks and assignments to subordinates and sees that work is completed in accordance with established procedures and schedules.
2. Maintains records of work performed and prepares reports as necessary.
3. Receives complaints and requests from public and responds in keeping with established policies.
4. Follows landfill waste placement/filling plans along with recycling objectives.
5. Coordinates maintenance of equipment, trucks, buildings, tanks, controls panels, wet wells, pumps and other mechanical equipment, along with site maintenance, and maintains records for same.
6. Uses own judgment on methods and manner of operations when necessary on minor matters.
7. Responsible for proper site maintenance and customer access satisfaction.
8. Coordinates various work assignments for work squad, maintains communications with prison officials.
9. Makes general and detailed assignments of work to equipment operators, clerical personnel and reviews work performed, which may include conducting discipline as necessary.
10. Ensures proper operation and maintenance of mechanical equipment with emphasis on minor preventive maintenance.
11. Prepares budget documents and oversees operations within budget appropriations.
12. Coordinates with consultants who conduct site testing and measurements needed for preparing various reports required by regulatory agencies.
13. Prepares educational brochures/pamphlets on recycling for the public and schools, makes related presentations to school classes and civic organizations.
14. Attends meetings, training and does related tasks as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of or ability to learn management practices for the use of materials and equipment common to landfill operations and site maintenance. Ability to plan, direct and supervise the work of equipment operators, skilled and unskilled laborers, and clerical personnel. Ability to comprehend and implement operational rules of the Department of Environmental Protection and other regulatory agencies as may apply. Ability to become certified for managing landfill operations. Knowledge of or ability to learn standard practices used in earthwork construction or landfills operations. Ability to present programs and to make written and oral reports. Ability to tactfully and effectively deal with the public, county employees and officials. Ability to manage work operations occasionally under adverse conditions. Ability to operate computer equipment hardware and software including Microsoft Office, Outlook (email), Word and Excel.

EDUCATION AND EXPERIENCE:

Two or four year college degree (4-year degree preferred) in Business Management, Engineering or related field plus one year of supervisory level experience in construction, facility and/or equipment operation and maintenance or landfill operations. **OR** High School Graduate / GED with three (3) years' supervisory level experience, ability in reading engineered plans and specifications, three (3) years' experience managing the operation and maintenance of heavy equipment. Must have a general knowledge of office practices that includes acceptable computer skills.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Possession of a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- Ability to climb slopes, mount, and dismount equipment.
- Driving of vehicles.

This is a disaster essential position

ENVIRONMENTAL CONDITIONS:

Works inside and occasionally outside.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 12/5/19