

## **Position Title**

Title: Director-Spencer County Solid Waste Management District

Reports To: Solid Waste Management District Board

Salary Range: \$40,000 - 45,000

### **Supervisory Responsibilities:**

The Director supervises three full-time employees, two part-time warehouse assistants and ten to fourteen part-time Drop-Site attendants. This includes making hiring recommendations, providing corrective instruction and implement disciplinary action.

### **Position or Job Purpose:**

The Director is responsible to direct, manage, supervise and coordinate the programs and activities of the Spencer County Solid Waste Management District and to ensure precise, cost-effective and efficient operation of the District's activities and programs.

### **Description of Essential Functions:**

- Directs and monitors all aspects of Drop-Off Site activities including trash disposal, general recycling, and bulky item disposal.
- Directs & monitors the District's material recovery facility (MRF).
- Supervises and coordinates the operations of the District's Business Office:
- Responds to questions and complaints from the public and employees.
  - Assesses the nature of the complaint and formulates and implements corrective actions.
  - Manages contractual relationships with related entities.
  - Negotiate and maintain contacts for sourcing and selling recyclable materials.
  - Ensures all federal and state environmental reports are prepared and filed in a timely manner.
  - Stays informed in all areas of solid waste management issues and laws.
- Coordinates with the Administrative Assistant to ensure all Federal and State payroll and financial reports are accurate and completed in a timely manner.
  - Reconcile the District's monthly bank statement.
  - Review and approve all claims.
- Supervises and oversees construction and capital improvement projects of the District:
  - Develop and maintain a five-year equipment replacement schedule.
- Develops educational and marketing plan to promote the District and its recycling programs:
  - Delivers public presentations to community groups and schools.
  - Prepares and executes environmental/recycling lesson plans for Elementary, Middle and High School students.
- Prepares and administers District budget, including compiling and calculating operation's costs and income.
  - The Director is the official custodian of all District money and is responsible for the fiscal management of the District.
- Develops and implements local Business Recycling Plans.
  - Conducts building recycling audits.
  - Coordinates the bi-monthly pick up of recyclables from local businesses, schools and government agencies.

- Prepares and administers Spencer County's Property Maintenance Ordinance.
  - Coordinates and evaluates initial property complaint.
  - Conducts site visit, with pictures of complaint.
  - Issues a Complaint Form.
  - Follows up with additional letters.
  - Complaint not corrected - assign complaint to County's Hearing Authority.
- Prepares and administers Spencer County's Trash Burning Ordinance.
  - Coordinates and evaluates initial burn complaint.
  - Responds to burn citations written by Spencer County Sheriffs Dept.
  - Prepares initial letter to resident.
  - Site checks compliance efforts.
- Investigates and Provides clean-up for Illegal dumps reported by the Public and the Law Enforcement Agency.
- Coordinates with the Emergency Management Agency (EMA), formulating the County's Debris Management Plan and implementing it in the event of a local disaster.
- Administers and promotes Districts special recycling programs.
  - Coordinates collection and shipment of electronic equipment.
  - Collects, properly stores and ships Household Hazardous Waste Materials.
  - Promotes proper storage and disposal of sharps (needles) through distribution of sharp containers and vendor pick-up service.
  - Promotes proper disposal of medication with a daily business collection program and twice a year special program with the DEA and Substance Abuse Agency.

**Essential Job Specifications/Qualifications:**

- Education-A minimum of three years of solid waste management or related management or environmental field is preferred. A Bachelor's degree in business management, public administration, education, solid waste management or a related field is considered a plus.

**Experience & Work History:**

- Experience in Solid Waste Management resource, recovery and recycling.
- Professional experience in public and/or private sectors, working with a Board of Directors, leading employees, preparing and managing budgets, and interacting with the public and government agencies.

**Required Skills:**

- Self-motivation and leadership skills.
- Strong written and verbal communication skills.
- Public speaking skills.
- Proficiency with Microsoft Office including Excel, Word and PowerPoint.
- Ability to work independently with minimum supervision, and to work competently for long periods on several tasks at the same time, sometimes under time constraints.

**Preferred Skills:**

- Facility management experience.
- Equipment service management.
- Marketing through social media.
- Experience working with the public and/or customer service.

**Physical Requirements:**

- Ability to lift and carry up to 25 pounds.
- Ability to be in a seated position in an office setting for three or more hours.

**Special Working Conditions & Environment:**

- Ability to perform duties, including some manual labor, in all environmental conditions including heat, cold, rain, snow, dust and noise.
  - Position requires processing in close proximity to household hazardous material such as paints, chemicals, mercury and fluorescent lamps.
  - Ability to work extended and evening hours occasionally, work on weekends as necessary and occasionally travel out of town, sometimes overnight.
  - Ability to respond to emergencies on 24-hour basis, and serve on call.
- Serve as Legislative Advocate for the Spencer County SWMD as appropriate, and/or when directed by Board of Directors.

**License Requirement/ Certifications:**

- Willing to obtain and maintain a 24 Hour HAZWOPER certification.
- Willing to attend an 8 hour HAZWOPER refresher certification annually.
- Possession of a valid driver's license and demonstrate a safe driving record.
- State Board of Accounts requires individual to be bonded.

**Personal Characteristics:**

- Ability to competently serve the public in a positive, courteous and respectful manner including during occasional encounters with irate/hostile persons.
- Requires a sound independent and flexible work ethic.

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal, State, and Local Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.