



## **Solid Waste Program Manager**

**Category:** Classified/Excluded  
**Pay Grade:** C28  
**Job Code:** 16968

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

High School diploma or an acceptable equivalency diploma (GED); and nine (9) years of progressively responsible work experience in WTE landfill or other solid waste program management that includes two (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 five (5) years of experience as described above; or An advanced degree in a related field may be substituted for up to two (2) years of required work experience but must include one (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.

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 twelve (12) months of hire date.
- Candidate to possess Hazardous Waste Operations and Emergency Response certification.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

#### **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 public.

### **PHYSICAL/MENTAL DEMANDS**

The work is medium and requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.