

DIRECTOR, SOLID WASTE

Job Code	Pay Grade
16986	SM1

Nature of Work

This is a highly responsible professional, administrative and managerial position responsible for planning and directing the operations of the Solid Waste Department. Work involves responsibility for the leadership, organization, direction, high-dollar complex contract negotiations and coordination of activities of solid waste operations. Responsibilities include the management of countywide solid waste processing and disposal operations, which include the waste-to-energy facility, water treatment facility, scale house facility, citizens' hand unload facility, landfill operations, recycling programs and reef program. Considerable independent judgment and initiative are exercised in carrying out the daily operations of the Department. This position reports to and works closely with the Assistant County Administrator on critical issues and organizational policies. The position reports to an Assistant County Administrator or designee.

Minimum Qualification Requirements

- 8 years of progressively responsible professional experience in management of integrated solid waste management systems that includes waste to energy and landfill disposal engineering operations and solid waste related tasks and functions which also includes 2 years supervision: or
- Bachelor's degree and 4 years' experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Responsible for the operation, long range planning, development and maintenance of the Integrated Solid Waste System; feasibility, design review of new construction and major repairs/renovations and equipment acquisition.
- Manages the billing, collections, and accounting for disposal services, franchise collection, education and promotion of proper solid and hazardous waste management techniques including waste reduction and recycling.
- Formulates plans, assigns, directs, manages and supervises the design, construction, operation, personnel and maintenance of the solid waste system.
- Directs the billing, collecting and accounting methods for the Integrated Solid Waste System, including tipping fees, payroll and revenues from the sale of materials and energy
- Directs the preparation of annual budget estimates of revenues and expenditures of approximately \$100M. [SPS1]
- Provides and initiates recommendations, presentations, policies, procedures and rate schedules with regard to solid waste management and disposal functions, projects, plans and operations for review and approval by executive management and the governing body.
- Accountable for overall financial stability and cost containment through budget preparation, long range business planning and staffing plans.
- Negotiates high-dollar, complex contract negotiations for waste-to-energy plant operations, landfill management and power purchase agreements.
- Manages multiple, long term multi-million dollar contracts for the construction, operation, management, and maintenance of components of the Integrated Solid Waste System (Waste to Energy (WTE), Landfill and Franchise Collection).
- Directs and supervises activities of all department consultants.

DIRECTOR, SOLID WASTE (continued)

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Illustrative Tasks (continued)

- Establishes design standards and participates in the design scope review of capital construction projects (WTE, methane gas extraction, landfill containment and closure, electronic scales and buildings, computer software and hardware, site storm water control and treatment).
- Administers and directs all reviews of the Power Purchase Agreement with electric power utility provider to include interaction with the Public Service Commission.
- Represents the department in formal and informal meetings with regulatory agencies, the Board of County Commissioners, and other stakeholder groups advocating the Department's position in alignment with the County's mission, vision and values.
- Provides a liaison function between the Board of County Commissioners and the municipalities and private haulers within the County through meetings of the Technical Management Committee.
- Develops long-range plans for management of solid waste within Pinellas County.
- Works cooperatively with surrounding counties to identify regional opportunities.
- Represents the county's interest in pending Solid Waste Legislation at federal and state levels.
- Represents the county's interests in resource recovery and waste management nationwide through active participation in various technical organizations.
- Establishes strategic direction of the Department in collaboration with Division staff, and in alignment with County strategic direction.
- Ensures proper functioning of division managers and section supervisors and advises, coaches, and mentors Department staff to improve performance in line with performance management goals and expectations.

Knowledge, Skills, and Abilities

- Knowledge of the principles, standard methods and practices of the design, operations and maintenance of solid waste disposal systems.
- Knowledge of local, state and federal laws and regulations governing solid and hazardous waste management and disposal.
- Knowledge of the methods, equipment and practices of solid waste resource recovery construction.
- Knowledge of the principles, practices and procedures of public and business administration as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures as applied in a large organization.
- Ability to apply computer applications and software.
- Ability to evaluate plans and designs of physical facilities relating to solid waste systems.
- Ability to plan, supervise and coordinate long-range technical and administrative programs.
- Ability to plan and direct the work of a large staff of professional and support employees and maintain effective working relationships with the staff, other departments, municipalities and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to solid waste programs and projects.
- Ability in contract development, negotiation and management for both WTE and landfill operational contracts, construction contracts and environmental and engineering consulting contractors.
- Ability and experience in working cooperatively and effectively within the environment of governmental policies and procedures
- Ability in creative and strategic thinking.

For official use only

Revised	EEOC Code	Overtime Code
3/19	Officials & Managers	Exempt