



CALHOUN COUNTY COMMISSION

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COMMISSIONERS

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County Administrator

GLORIA FLOYD

County Attorney

01/17/2020

The Calhoun County Commission is accepting résumés for the position of:

Calhoun County Environmental Services Program Manager

This office is responsible for Environmental Enforcement regarding Alabama's Solid Waste Laws, Criminal littering, Calhoun County's "Public Nuisance Law", Mosquito Control, and the processing and assignment of Court Ordered Community Service.

This is a full time and FLSA exempt position with a complete benefit package.

Base Salary \$37,656.58

Starting salary will be determined by education, training, and experience.

Job announcement and description are available at:

<https://www.calhouncounty.org/enviro/index.html>

Application letter and résumé should be submitted to:

Calhoun County Commission

Attn: Brian Conary, Human Resources Manager

1702 Noble Street, Suite 103

Anniston, Al 36201

Submittals must be postmarked by January 31, 2020.

Electronic submittals should be sent to: bconary@calhouncounty.org

Calhoun County is an equal opportunity employer.

Job Description

ENVIRONMENTAL PROGRAMS MANAGER

SUPERVISOR TITLE: COUNTY ADMINISTRATOR

STATUS: Non-Civil Service; FLSA – Exempt; Pay: Range 19

Summary

Supervises the general operations of the Calhoun County Environmental Programs; trains subordinate employees; resolves complex problems and code interpretations; inspects jurisdictional areas for illegal dumping; contacts people suspected of illegal dumping to remove dumped material; investigates complaints of suspected violations of environmental control laws; testifies and submits evidence on illegal dumping and violations of environmental control laws; works closely with other departments regarding complaints of public nuisances; records illegal dump sites and public nuisances with photographs; advises public of environmental control laws; implements community programs to remove litter; coordinates activities with other personnel and departments; prepares and maintain records; performs related work as required. Work requires considerable interaction with the public and other County departments. Work is performed under the general direction of the County Administrator.

At all times the employee is performing this work and duties, shall maintain and have a valid Alabama Driver's license, and be insurable by the County's insurance standards, as required for whatever type or types of vehicles the employee is operating, and shall conduct themselves in a reasonable, safe and prudent manner, both as to others and themselves, by taking all reasonable, prudent and necessary precautions as to ensure the safety of all persons, including, but not limited to, all members of the public, and the employee's personal safety, by carefully taking into consideration the character, propensities and demeanor of those with whom the employee is dealing, and the employee shall obey all laws, rules, and regulations applicable to or concerning the employee's work, and those concerning what, if any, force may be used to prevent or stop illegal conduct and as are otherwise applicable to the duties and work the employee is performing, and services the employee is providing.

Duties

(May not include all of the duties listed nor do the listed examples include all tasks for the position)

- To pursuant to § 22-27-1, *et seq.*, Code of Alabama 1975, as amended, the “Solid Wastes and Recyclable Materials Management Act” and ADEM Admin. Code r. 335-13-x-xx “Alabama Department Of Environmental Management, Land Division, Solid waste Program, Division 13”, to perform the duties and responsibilities as the County Environmental Program Manager , and Solid Waste Officer with all the rights, privileges,

and duties of and as an Environmental Programs Manager, and Solid Waste Officer pursuant to said act and sections and cited ADEM admin code;

- To be an employee of County associated with the County Environmental Programs and to the anti-litter and cleanup programs including the area of and routes to the landfill and transfer station, and as an employee of County to, as authorized and directed by the County Commission, take all reasonable and prudent actions, and to pursue all processes and procedures allowed by and as necessary and appropriate for the enforcement of § 45-8-172, *et seq.*, Code of Alabama 1975, as amended, and said statutes if and as hereafter amended or replaced;
- To be the Community Service Assignment Officer and carry out the duties and responsibilities of said position under the title of, and related to the duties of the Environmental Programs Manager as authorized and directed by the County Commission, and to cooperate with and carry out the directions of all courts in the implementation and operation of a court ordered community service program in the County;
- To direct the Mosquito Control Program in the County and carry out the duties and responsibilities of said program as authorized and directed by the Calhoun County Commission and all applicable federal, state, and local laws, regulations and rules;
- To analyze the operation of the County Environmental Programs facilities and services, and develop and implement plans for the more efficient and/or safer operation, and/or efficient and/or better management thereof;
- Plans, if and as necessary, for maintenance, improvements, and/or upgrades to the County Environmental Programs facilities and services, including preparing specifications and solicitations for bids for material, work and/or services, and/or receiving proposals or other information and analyzing the same in order to make and/or receiving proposals or other information and analyzing the same in order to make recommendations to the County as to the professional services needed and sources for said services;
- Assisting the County in determining what persons and/or entities can meet specified requirements, in determining from what persons and entities to solicit bids, or a proposal, and in advertising or soliciting bids, or proposals for maintenance, improvements, upgrades and/or modifications, if and as necessary, of or for the County Environmental Program facilities and services;
- Assisting the County in analyzing bids or proposals and with the selection of the lowest, responsible bidder, or entity responding to a request for bids or proposals;
- Assist in negotiation of and preparing contracts with selected bidders or entities submitting a bid or a proposal;
- Making recommendations as to management of County Environmental Program facilities

and services, and the modification or upgrade thereof, and aiding in monitoring and implementation thereof;

- Compliance with all Federal, state, and local laws, statutes, ordinances, and regulations and rules that are applicable to the County Environmental Program;
- To assist and consult with the County regarding environmental issues and initiatives that may have an impact on or may be beneficial to the health, safety, and welfare of citizens of the County, and persons in County, and to act as a liaison with agencies and departments such as the United States Environmental Protection Agency, and the Alabama Department of Environmental Management relative to those issues, and environmental initiatives, as authorized and directed by the County Commission; and
- To perform all other duties as assigned.

Knowledge and Abilities

- Knowledge of Calhoun County Environmental Laws, State of Alabama Litter Laws and guidelines, regulations, and restrictions of local, state, and federal environmental programs
- Knowledge of the procedures, methods, and techniques involved in the enforcement of Calhoun County Environmental Laws and State of Alabama Litter Laws
- Knowledge of the equipment used in solid waste and litter abatement
- Knowledge of the principles and practices of nuisance abatement and litter control programs
- Knowledge of the principles and practices of supervision
- Ability to use personal computer and job related software
- Ability to recommend and implement goals, objectives, policies, and procedures for environmental enforcement and road cleaning activities
- Ability to respond to inquiries, complaints, and requests in a fair and tactful manner
- Ability to investigate complaints and mediate resolutions in a timely and tactful manner
- Ability to prepare clear and concise comprehensive reports
- Ability to communicate effectively, both verbally and in writing
- Ability to maintain financial records and prepare and administer budgets
- Ability to supervise subordinate personnel
- Ability to instruct and train employees
- Ability to establish and maintain effective working relationships with public officials, employees and the general public

Minimum Qualifications

Must possess a valid driver's license

Graduation from a standard senior high school, or successful completion of the General Educational Development (GED) test, and a minimum of two years responsible environmental or solid waste experience including one year experience in a supervisory capacity; or a combination of education and experience equivalent to these requirements.

Working Environment

Work is performed in an office environment and in the field. Work exposes employee to potential inclement weather and to potential physical hazards.

Physical Demands

Work requires frequent sitting, walking, standing, bending, climbing, and lifting light objects. Work requires physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs and body in the operation of a computer, other office equipment, and a vehicle.