

POSITION DESCRIPTION

DEPARTMENT: Lucas County Sanitary Engineer

LOCATION: Lucas County Solid Waste Management District
1011 Matzinger Road, Toledo, Ohio 43612

POSITION: Solid Waste Management **District Manager**

HOURS: 8:30 a.m. – 4:30 p.m.

SALARY: Mgmt Salary Schedule 6 (\$33.49 per hour to \$41.86 per hour)

STATUS: Non-Bargaining **FSLA:** Exempt

GENERAL SUMMARY:

Under the direction of the Sanitary Engineer, assists in the planning, direction, and coordination of all activities of the Lucas County Solid Waste Management District, including the development, implementation, oversight, monitoring and updating of the District's Solid Waste Management Plan and program services and operations. The Manager is responsible for day to day operations of a variety of programs/services and supervises staff within the District.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, sets priorities and assigns staff personnel and consultants engaged in the development, implementation, oversight, monitoring and updating of the District's Solid Waste Management Plan and program operations.
- Coordinates District activities and programs with the various State, County, Municipal and Township agencies. Serves as District liaison with local, state and federal agencies.
- Supervises, evaluates and assigns duties and activities to staff members responsible for assisting in the District activities and programs. Monitors performance and work quality of staff; interviews prospective employees; makes recommendations for hiring & disciplinary actions; assesses employee training needs & arranges necessary training sessions.
- Assists the Sanitary Engineer in the development, organization and implementation of the Citizens, Commercial/Industrial and Municipal/Township Advisory groups. Applies input of the groups into the plan implementation process.
- Develops long term operational strategies for consistent & effective operations; prepare & monitor District budget. Coordinates solid waste/recycling education activities and organizes workshops and media information programs.
- Oversees the District's Residential Recycling Drop-off Program, Yard Waste Drop-off Program, Household Hazardous Waste (HHW) Program, Industrial/Commercial Waste Assessment and Minimization Program and any

additional program specific to the implementation of the District's Solid Waste Management Plan and the State of Ohio's Solid Waste Management Plan.

- Assists in the development and monitoring of agreements/contracts with existing/proposed landfills, recycling, composting and waste tire facilities while undertaking the procurement process to meet additional landfill, recycling, composting and waste tire capacity management needs.
- Coordinates the activities of staff and local agencies in the licensing of solid waste haulers, investigation of illegal dumping and clean-up of illegal dump sites.
- Prepares and submits various reports to the Ohio EPA, Board of Directors, Policy Committee and the Sanitary Engineer. Ensures that the District is operating in compliance with federal, state and local laws, rules and regulations.
- Directly responsible for the researching, preparing, submitting and administering all applicable grants and grant applications on behalf of the District.
- Obtain and maintain appropriate Solid Waste Association of North America (SWANA) certification(s) as Certified Manager or equivalent.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Environmental Sciences or a closely related field with five years of progressively responsible experience or Civil Engineering or Public Administration with a minimum of three (3) years experience working in the area of environmental management/waste reduction, to include three (3) years experience in project management, or Bachelor's Degree, and minimum of five (5) years experience working in the area of environmental management/waste reduction, to include three (3) years experience in project management.
- One (1) year supervisory experience.
- SWANA Certified Manager with recycling and/or collections discipline or ability to obtain within two years.
- One (1) year experience in program analysis, including amortization schedules, full cost accounting practices, equipment costs, economic forecasting (recycling markets, waste generation and disposal trends) and budget preparation.
- Valid Ohio Driver's License required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge Ohio Solid Waste Regulations, solid waste management, planning and administration, and modern principals and practices in office management and public administration, including but not limited to Ohio EPA's annual and quarterly reporting requirements, and planning cycles for management plan updates.

- Knowledge of the State of Ohio's Solid Waste Management Plan and the Plan format(s).
- Knowledge of the operations (including costs, material and delivery requirements) of landfills, compost facilities, material recovery facilities, and other related solid waste management facilities.
- Knowledge of the inner-workings of industrial plants and commercial businesses.
- Knowledge of life-cycle inventory of solid waste management.
- Ability to prepare procurement documents, including the preparation, advertising, and analyzing of the same.
- Knowledge of public speaking with demonstrated oral and written communication skills required.
- Knowledge of both private and public sector contracts and programs related to all integrated solid waste management programs.
- Knowledge of measurement of waste densities and weights on a comparative basis, and how they impact generation, disposal, reduction, recycling and collection costs.
- Skill in operation of computers and related software, including but not limited to, spread sheets, word processing, data base programs, websites, etc...

UNUSUAL WORKING CONDITIONS:

- May include working at materials recovery facility, landfill sites, dumpsters and collection equipment (hands-on with the separation and measurement of waste may be required).
- May include after hours working and overnight travel.

I have read and understand the above job description:

NAME

DATE