



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

INTEGRATED WASTE MANAGEMENT PROGRAM SUPERINTENDENT

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Recycling and Waste Management
LOCATION: Countywide
SALARY: Range 78 \$5410 \$5675 \$5963 \$6261 \$6574**

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under the general supervision of the department head, plan, coordinate and direct all aspects of the integrated solid waste/recycling programs and services for Inyo County; ensure County compliance with all related laws and regulations; administer related grants and contracts including waste hauling and recycling permits and franchise agreements; plan and administer public education programs; supervise and evaluate the work of landfill and transfer station employees; oversee and assist with professional solid waste and landfill engineering services; and perform related duties and responsibilities as required.

ESSENTIAL JOB DUTIES: Directs and coordinates the operation of County solid waste facilities. Plans, coordinates and directs comprehensive solid waste programs and services for Inyo County including those provided for by the regional agency joint powers agreement with the City of Bishop.

Develops, coordinates and implements all aspects and components of the Inyo County Solid Waste Management Plan and related planning documents and agreements.

Interprets and ensures the division's compliance with all applicable laws and regulations, County and department policies and procedures, and standards of quality and safety.

Reviews and makes recommendations to improve the effectiveness and efficiency of Recycling and Waste Management Division programs and services; conducts frequent site visits to solid waste facilities; makes recommendations for improvement and problem resolution as appropriate.

Assures environmental monitoring systems are maintained and monitored, including systems for methane gas recovery, water monitoring and air quality testing.

Administers facility leases.

Prepares technical monitoring reports for submittal to the State/ Federal regulatory agencies and facility lessors.

Evaluates and recommends implementation of new solid waste legislation, regulations and technology.

Develops and administers the Recycling and Waste Management Division's annual budget.

Develops Requests for Proposals and manages resulting contracts.

Identifies, applies for and administers grants for project or program funding; prepares related reports.

Selects, trains, supervises, and evaluates the performance of landfill and transfer station employees; recommends and implements disciplinary and termination processes as necessary.

Secures and monitors the work of various contractors as needed; ensures contractors comply with contracts and all applicable policies, procedures, regulations, and standards.

May collect and submit samples of water, leachate and gas for laboratory analysis.

Monitors and enforces permitted refuse collection and hauling contract.

May negotiate, prepare and administer solid waste and recycling collection permits and franchise agreements.

Coordinates activities in response to directives from the California Waste Management Board and Water Board.

Plans and administers public education programs; prepares and presents materials to civic / community groups, schools, church groups, etc., that are designed to educate the public about litter control, recycling, illegal dumping, energy recovery and resource recovery; plans and executes special events and activities for the public.

Coordinates the involvement of local service groups in litter clean-up and abatement programs.

Prepares quarterly and annual reports as required by or of the County and various other government / regulatory agencies; prepares and presents reports before the Board of Supervisors and other groups as required.

Coordinates division activities with those of other divisions, departments and agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding Recycling and Waste Management Division programs, projects and personnel.

Performs general administrative / clerical work as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, sending and receiving faxes, etc.

EMPLOYMENT STANDARDS **MINIMUM QUALIFICATIONS**

Any combination of education and experience that demonstrates the ability to excel in the fulfillment of these job requirements. Typical ways in which the demonstration of experience and education may be satisfied include but are not limited to:

Experience: Three years of administrative and California compliance enforcement experience in the fields of waste management, environmental health, engineering or biology. Experience in federal waste management regulation compliance is desirable.

Education: Graduation from an accredited college or university with a Bachelor's degree in business or public administration, engineering, environmental studies or a related field.

Substitution: Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances. County and department policies and procedures.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Governmental budget development and administration.

Principles of grant and contract administration.

Acceptable practices effective in reducing waste, recovering resources, and producing revenue from solid waste recovery of energy.

Landfill practices, including compaction, gas/water monitoring, cover requirements, vermin control.

Standard business practices in the solid waste industry, including hauling and disposal.

Modern office practices and technology, including the use of computers for word processing, presentations, records management and spreadsheet preparation.

Record-keeping and report preparation procedures.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Develop and administer a comprehensive solid waste program for Inyo County.

Prepare and conduct public education programs pertaining to litter control, composting, energy recovery and resource recovery.

Exercise sound, independent judgment.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Select, train, supervise and evaluate the work of subordinate staff.

Prepare and manage a budget.

Administer grants and contracts.

Prepare clear and concise technical, analytical and administrative reports.

Perform required mathematical computations with accuracy.

Use computers effectively for word processing and records management.

Communicate clearly and concisely, both orally and in writing.

Represent the Division and the County effectively in meetings with others and make presentations to various groups.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

Additional Requirements: Possession of a valid California driver's license. Under certain circumstance, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

TYPICAL WORKING CONDITIONS Work is performed in an office and field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic hazards, machinery hazards, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, air contaminants, odors, solvents, grease/oil, toxic or caustic chemicals, skin irritants.

TYPICAL PHYSICAL REQUIREMENTS Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; operate motor vehicles; lift and/or move up to 25 pounds frequently and up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audiovisual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate

verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.