



## **INTEGRATED WASTE MANAGEMENT PROGRAM SUPERINTENDENT**

**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.