

SOLID WASTE MANAGER

Oneida County Solid Waste is seeking candidates to establish an eligibility list for a Solid Waste Manager. This is a full time position that operates and manages the daily operations and personnel of the Solid Waste Department, under the supervision of the Solid Waste Director. Duties include preparing and administering reports, plans and grants for the department through various government entities; prepares, administers and monitors department budget, revenues and bills under the guidance of Director; work with outside contractors on various reports, policies and projects; represent the County at various meetings, workshops and conferences; build effective working relationships with customers, industry representatives, vendors, public officials and the public and deal with concerns and questions; develop market strategies and sales goals for department services and products; assist Director with site Safety Plan development and implementation; formulate goals and action plans in conjunction with the Director and provide oversight to ensure goals and plans are completed; plans, assigns and evaluates work of department staff and provides training; makes sure that programs remain in compliance with State and Federal law and administrative codes. The 2017 salary range for this position is \$47,536 to \$54,327 plus an excellent fringe benefit package.

Qualified candidate must possess Preferred Bachelor's Degree with major or secondary area of study in Soil and Waste Resources, Environmental Science, or Environmental Studies; OR Associate's Degree (accredited) in Environmental Sciences, Public Administration or closely related field OR in lieu of degree, High School Diploma or GED (accredited) with courses in Math and English, and 3 years of relevant work experience; equivalent education and experience that allows for appropriate knowledge will be considered; supervisory experience preferred; valid WI Driver's license; ability to make good independent decisions; knowledge of procedures and operations of landfills and solid waste disposal/collection. Candidate must be able to be licensed under NR 524 as a Certified Site Operator and complete 24 Hour OSHA Hazmat course, both within six months of hire.

Successful applicants will be required to undergo an oral interview, pre-employment drug screen, background check and possibly skills evaluations.

Complete job description and required Oneida County application are available at the Northern Advantage Job Service Office at 51 A N Brown St., Rhinelander, WI 54501 (715) 365-1500 or at www.oneida.wi.gov. Completed application, cover letter, resume and any letters of recommendation are due at the Job Service Office by 4:30 p.m. on March 30, 2017.

EOE/AA

Oneida County
Job Description

Job Title: Solid Waste Supervisor
Department: Public Works/Solid Waste
Reports To: Highway Commissioner/Solid Waste Director
FLSA Status: Exempt-Supervisory
Prepared By: Public Works/Solid Waste Committee
Prepared Date: March 2017
Approved By: Lisa Charbarneau, Human Resources Director
Bruce Stefonek, Highway Commissioner/SW Director
Approved Date: March 2017

SUMMARY Under administrative direction of the Highway Commissioner/Solid Waste Director, plans, directs, evaluates, and manages solid waste and landfill closure operations; coordinates solid waste processing operations with staff; and a variety of integrated solid waste collection, recycling, and diversion programs; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Manages the day-to-day solid waste department operations and provide daily support to ensure quality, budget performance, meet deadlines.
- After review with the Director, manages the development, revision, and implementation of policies and procedures for solid waste department operations.

Financial/Budget

- Prepares, reviews with Director, administers, and monitors the budget including regular Profit & Loss (P&L) reviews to ensure budget is met.
- Conducts cost/benefit analysis of current and proposed solid waste operations.
- Develops and implements programs for optimal equipment utilization, equipment maintenance, and labor and material costs.
- Recommends to the Director necessary equipment purchases and capital improvements.
- Prepares, administers, and monitors approved grants.

Legal/Contracts

- Recommends to the Director the hiring of consultants as necessary in site permitting and report preparation on regulatory compliance.
- With the assistance of an outside consultant, reviews and analyzes policies, guidelines, and legislation related to solid waste operations to ensure compliance with federal and state regulations and laws.

- Prepares reports as required by Wisconsin Department of Natural Resources (WDNR) and DATCP, and ensures compliance with approved plan of operations.
- Assists in the negotiation of service contracts, develops and prepares Requests For Proposal (RFP) and evaluates bidders for service contracts.

Marketing/Public Relations

- Along with Director, represents the County at solid waste program-related conferences, workshops, and meetings to maintain current knowledge of field and to provide information about County's programs.
- Establishes and maintains effective working relationships with customers, industry representatives, vendors, public officials and the public.
- Develops market strategies, business goals and sales targets for both new and existing customers to improve and preserve quality of revenue and reviews with Director before implementing.
- Directly or through subordinates, responds to complaints from users and enforcing applicable laws, regulations, and ordinances.
- Directs and manages efforts to maintain strong program image and reputation needed for the competitive marketplace, including monitoring of market prices for recycling; transfer station and material recovery facility.

Safety

- Assists the Director in the developing of site Safety Plan and oversees implementation to ensure safety and compliance with the County, OSHA, and other standards and regulations.
- Along with Director, represents the division to the public in matters related to solid waste operations and to private waste haulers regarding safety and operational issues.
- Understands and to the degree possible, mitigates safety threats on the facility.
- Ensures thorough root cause investigations for all injuries and incidents and, when appropriate, follows through with consistent discipline and retraining.

Planning

- Prepares and recommends to Director the adoption of revisions to the Solid Waste Management Plan to reflect industry “best practice”, changes in law or County operations.
- Formulates short-term and long-term goals and action plans in conjunction with Director and provides action plan oversight to assure compliance.
- Plans, reviews with Director and coordinates construction projects with consultants and contractors, and ensures projects meet state mandates and that estimates are followed and payment conditions achieved.

Supervisory

- Plans, assigns, reviews and evaluates work of Solid Waste Department staff and provides input into termination, compensation, and promotion decisions.
- Trains staff in solid waste operations, including understanding and recognizing safety concerns.
- Work cooperatively as part of a management team and foster cooperation among subordinate staff.

Other

- Any other duty as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of landfill monitoring, closure, and long-term care requirements.
- Knowledge of modern principles, practices and techniques of solid waste collection and disposal.
- Knowledgeable of all operational plans of approval by the DNR to the Oneida County landfill
- Ability to develop and maintain business relationships with customers, regulatory agencies, and members of the business community through periodic personal follow up, proactive customer service, prompt attention and resolution to concerns or issues and timely contract updates orally or in writing.
- Ability to effectively present information and respond to questions from municipal officials, managers, customers, employees and general public.
- Ability to identify, target and sell special waste disposal and collection services to industrial accounts, transporters, consultants, and emergency response companies.
- Ability to plan, schedule and supervise the work of solid waste department staff.
- Skilled in word processing, spreadsheets or database management, and presentation software and the ability to continuously learn new software and programs as required.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages.
- Knowledge of and willingness to follow all safety rules and procedures.
- Knowledge of bookkeeping and accounting

EDUCATION and/or EXPERIENCE

- Preferred Bachelor's Degree with major or secondary area of study in Soil and Waste Resources, Environmental Science, or Environmental Studies;
- OR Associate's Degree (accredited) in Environmental Sciences, Public Administration or closely related field or in lieu of degree, High School Diploma or GED (accredited) with courses in Math and English, and 3 years of relevant work experience;
- OR equivalent education and experience that allows for appropriate knowledge.

LANGUAGE SKILLS

- Ability to comprehend and interpret a variety of documents including financial and other reports, personnel manuals and contracts, and state and other governmental statutes, rules; and regulations; make recommendations; and formulate options, strategies and solutions.
- Ability to compose and prepare a variety of documents, including budgets, cost estimates, specifications, operating reports, and personnel evaluations using correct grammar, punctuation, and spelling.

REASONING ABILITIES

- Ability to deduce cause/effect from accident investigations and business operations.
- Ability to evaluate situations and make good independent decisions based on practices, rules and procedures.
- Ability to maintain highest level of confidentiality of personnel functions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must be able to complete 24 Hour OSHA Hazmat course within six months of hire.
- Valid Wisconsin Driver's License.
- Must be able to be licensed under NR 524 as a Certified Site Operator-within six months of hire.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to operate a variety of office equipment, including computer, calculator, telephone, copier, and fax machine
- Physical agility is required due to the rigorous nature of some of the fieldwork which requires walking over rough, uneven and slippery surfaces.
- Ability to work in extreme weather and in unpleasant conditions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to hazardous materials, chemicals, or waste which if not handled or disposed of appropriately could cause significant repercussions to the safety and health of the public.
- Outdoor work is subject to all the conditions found in Northern Wisconsin: extreme cold, snow, rain, sun and wind. In addition, Landfill Operations are inherently messy and odorous. Indoor facility is subject to fluctuations in temperature due to opening and closing of doors.