

## North Central Solid Waste Authority

Position: **Manager**

Salary: \$80,000.00-\$90,000.00 (DOE)

Bargaining Unit: None

Closing Date: January 30, 2018

### **JOB SUMMARY:**

Receives direct supervision from the North Central Solid Waste Authority Board Committee. Performs complex supervisory, managerial, and administrative functions and applies professional skills and knowledge in the planning, organizing, coordinating, directing, and supervising the activities of the authority. Responsible for providing solid waste and recycling services to the City of Espanola, County of Rio Arriba, Santa Clara Pueblo and Ohkay Owingeh in compliance with the State of New Mexico solid waste rules and regulations. Exercises direct supervision over Solid Waste employees working in the Commercial Operations, Residential Operations, Transfer Station, and Recycling Operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and oversees the administrative, maintenance, security, safety and operations of the North Central Solid Waste Authority.
- Directs the collection of solid waste from homes and businesses for the City of Espanola, County of Rio Arriba, Pueblo of Santa Clara, and Ohkay Owingeh.
- Responsible for maintenance and repair of vehicles and equipment. Conducts review and analysis of monthly cost reports on vehicle maintenance, repair, supplies, and usage.
- Reviews and approves facility operation, related equipment maintenance, environmental compliance, recycling, and other plans to ensure efficient and effective management of solid waste.
- Ensures that scheduling and execution of recurring, preventive, and other maintenance work are completed.
- Directs the recycling program and activities with continued progress towards achieving waste reduction, reuse, and recycling goals. Develops short and long-range goals to improve recycling participation and waste reduction.
- Provides technical assistance to staff, departments, committees, groups and community members on programs and projects.

- Interacts with outside agencies to address environmental issues pertinent to North Central Solid Waste Authority.
- Coordinate information and education programs regarding the program to include promotional materials, newsletters, and education special events.
- Contributes to division's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Prepares and present reports on the status, activities, and plans for current and future operations.
- Prepares annual budget, achieves the financial objectives by exercising control and implementation over the budgetary processes.
- Prepares comments and responses on proposed federal or local legislation, regulations, policies and procedures related to environmental concerns.
- Identifies, oversees, coordinates, and/or prepares proposals to acquire additional financing.
- Monitors all employees, outside vendors, and businesses to ensure that they are in compliance with regulations and security procedures.
- Contributes to team effort and accomplishes related results as required.
- Represents North Central Solid Waste Authority in meetings with public officials, regulatory bodies, the business community, members of the policy and advisory boards, community and civic groups, the public, and liaison to Environmental Sustainability Board.
- Maintains confidentiality of all privileged information.
- Interfaces with other departments to ensure Sustainability Initiatives are included in the development and project management of Capital Improvement Programs as applicable.
- Oversees the development, design, and execution of all North Central Solid Waste Authority programs including, but not limited to, residential and commercial refuse collection and disposal, facility development and operations, recycling and composting, environmental compliance, public education, and information.
- Prepare monthly and year-end reports, as required. Prepares the annual budget; reviews and responds to yearly audit reports; prepares requisitions, budget transfers, and budget amendments; conducts a review and analysis of operational effectiveness and productivity; forecasts equipment, logistical, and manpower needs; prepares cost estimates; develops new programs; briefs North Central Solid Waste Authority Board Committee on budget matters as required.
- Assigns duties and examines work for exactness and conformance to policies and procedures.

- Supervises personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented, and collaborative work environment.
- Plan, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Solid Waste Department.
- Evaluates solid waste utility needs and formulates short and long range plans to meet needs in all areas of responsibility, including solid waste collection and disposal.
- Responds to the public or other inquiries relative to solid waste policies and procedures.
- Participates in writing specifications for the purchase of Solid Waste Department's equipment.
- Ensures the scheduling and execution of recurring, preventive, and other maintenance work are completed.
- Regular and timely attendance is an essential job function.

**PERIPHERAL DUTIES:**

Serves as a member of various employee committees and represents the North Central Solid Waste Authority at various conferences and meetings.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Business, Administration, Environmental Science or related fields. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

**LICENSES/CERTIFICATIONS:**

Must possess and maintain a valid, unrestricted class D drivers' license. Must maintain a clean driving record, CDL Class A preferred.

NMED Transfer Station certification required must have or be able to obtain within six (6) months of hiring.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles of environmental conservation and management.
- Knowledge of methods of environmental assessment and mitigation requirements.
- Knowledge of budget preparation and grant/proposal writing.
- Knowledge of Human Resources management policies and procedures.

- Knowledge of statistical compilation and analyses.
- Knowledge of natural and physical science, renewable energy and energy conservation programs.
- Knowledge of solid waste recycling programs.
- Knowledge of waste processing including waste screening, collection systems, recycling programs and disposal options.
- Knowledge of management and control of toxic substances and hazardous materials.
- Skill in developing and delivering effective presentations to the public and decisions makers.
- Skill in operation word-processing, spreadsheets, and database software programs in Windows environment.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in problem-solving, human relations, and time management.
- Skill in customer/client relationships.
- Skill in formal project management.
- Skill in organizing and presenting information clearly and concisely, both oral and in writing.
- Skill in using personal computers and standard business software.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate efficiently and effectively, both verbally and in writing.
- Ability to research and compile program data.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to exercise independent judgment.
- Ability to work across organizational boundaries and collaborate to achieve goals.
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview, DOT physical examination, pre-employment and random drug tests, reference check, and job-related tests may be required.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and spreadsheet; motor vehicle; phone; calculator; radio; fax, copy machine, and safety equipment as required.

**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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**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.

The noise level in the work environment is usually quiet.

The employee must have the ability to work well with others and have a good/pleasant attitude.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

No one will perform the duties of a higher position without prior authorization from an individual authorized to approve.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.