

- Correct errors and resolve problems for commercial, residential and support services staff.
- Ensure compliance with New Mexico Environment Department requirements for all facilities and operations.
- Manage and participate in the development and administration of operations annual budget, including recommending funding needs for staffing, equipment, materials, and supplies.
- Serve as liaison for solid waste operations with outside agencies and members of the public and resolve significant and controversial issues.
- Prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies and investigations and recommend modifications to solid waste and recycling programs, policies and procedures as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Ensure safety policies and procedures are adhered to.

Required Knowledge, Skills, and Abilities

- Operational characteristics, services and activities of a comprehensive solid waste program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Solid waste theory, principles and practices and their application to a wide variety of refuse collection and storage programs.
- Advanced principles and practices of budget preparation and administration.
- Practices and principles of accounting and payroll administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations.

Skill in:

- Negotiating with various residents.
- Preparing clear and concise reports.
- Analyzing problems and developing feasible solutions.
- Administering large and complex budgets.
- Operating solid waste machinery.

Ability to:

- Manage, direct and coordinate the work of supervisory and maintenance personnel.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for solid waste staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient solid waste services.
- Prepare and administer complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including government officials, community groups and the general public.
- Pass a medical physical examination, drug test, criminal history background check, driver's license check and employment verification check.
- Bi-lingual (English/Spanish) preferred.

Supervisory Responsibility

This position directly supervises, Commercial Foreman, Lead Mechanic, Northern Supervisor, Residential Supervisor, and Research Clerk.

Work Environment

Work is accomplished both in the office and in field. In field, walks over rough terrain and is exposed to unpleasant odors, hazardous chemicals, pests, high wind and dust levels. Required to perform manual labor as needed. In office, uses computer, copier, telephone, and calculator. Frequent high mental, visual and aural concentration required. Stands, walks, bends and reaches continually. Frequently drives vehicles. May be exposed to all types of weather conditions including adverse weather conditions when working in the field. Functions in close proximity to Hazardous Waste while wearing safety clothing and respirator. Works with unknown materials and handles hazardous waste and angular waste appliances. Must meet public and be prepared to deal with difficult people.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position may require long hours and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

1. Must be able to read, write and follow oral and written instructions and prepare legible written reports as required.
2. High School diploma or equivalent is required

Preferred Education and Experience

- 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 months of hiring.

Additional Eligibility Qualifications

1. Maintain certification or have the ability to obtain certification within 12 months of hire.

AAP/EEO Statement

“North Central Solid Waste Authority is an Equal Opportunity Employer. North Central Solid Waste Authority does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.”

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.
