

POSITION: Assistant Chief, Solid Waste
GRADE: 10N
Code:

FLSA: Exempt
DATE: 01/99, 02/00; 12/09 Rev 8/17

POSITION SUMMARY: Assists the Solid Waste Chief with the operations and maintenance of the County's solid waste landfill, transfer stations, mulch/ composting and recycling and homeowner convenience center facilities; supervise, operate and directly maintain all scale house activities to include open and close daily activities; reports to the Chief directly with updates on daily operations and progress of assigned tasks; performs all other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Direct employees in the operations and maintenance of all County solid waste facilities, including landfills, transfer stations, mulch/ compost and recycling facilities;
 2. Provide input to annual budget; monitors operations expenses against budget;
 3. Assist with the completion of reports as required by the County, the Maryland Department of Environment, the Environmental Protection Agency, and other regulatory agencies;
 4. Supervise and evaluate the work of solid waste personnel, including developing schedules and assigning duties;
 5. Develop and maintain operation and maintenance procedures for the activities of solid waste personnel, including standard operating procedures, and emergency and safety procedures;
 6. Make recommendations regarding adequacy of solid waste operations and maintenance activities;
 7. Develop and administer contracts for the purchase of equipment, supplies and services;
 8. Manage small, non-capital projects for minor repairs or upgrades to solid waste facilities;
 9. Maintain all required records;
 10. Maintain a complete and accurate system for filing and retrieval of all pertinent plans, specifications, maps, contract records, equipment maintenance records, etc.;
 11. Investigate customer complaints;
 12. Ensure compliance with applicable Federal, State, and local laws and regulations;
 13. Prepare daily reports on work progress and contractors' quality on respective projects;
 14. Direct snow removal and other roadway emergency activities and projects;
 15. Report to work on time and as scheduled;
 16. Perform all other duties as instructed and assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of solid waste disposal facility operations, machinery, equipment and processes, including landfills, transfer stations, and recycling facilities;
2. Thorough knowledge of appropriate safety and emergency procedures;
3. Working knowledge of the operations of heavy earth-moving equipment;
4. Ability to prepare accurate and complete reports as required by local, State, and Federal regulatory agencies;
5. Ability to read and interpret engineering drawings;
6. Ability to train, manage, schedule, assign, evaluate, and supervise the work of employees;
7. Ability to work effectively with customers to resolve problems;
8. Possess effective communication skills;

9. Knowledge of intermediate computer operations to include Microsoft Office Software;
10. Ability to work with GPS equipment such as rover and machine based grade control systems.

REQUIRED EDUCATION AND EXPERIENCE:

1. Associate's Degree in Civil Engineering Technology, Public Administration, Business Administration or closely related field from an accredited college or university. An equivalent combination of education and experience may be substituted for college degree requirement on the basis of 2 years of applicable experience for each year of college;
2. Two to four (2 - 4) years of experience in municipal solid waste management or a closely related public works field with one to three (1 – 3) years of supervisory experience;
3. Certification from the Solid Waste Association of North America (SWANA) in one or more disciplines highly preferred;
4. A valid Driver's License; possession of a Class A or B commercial driver's license (CDL) is preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS: Work demands occasional strenuous effort; i.e., handling of moderately heavy tools, equipment, or materials, or walking, climbing, sitting, or standing in a fixed position for extended periods of time.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, i.e., hazardous chemicals and materials or extreme weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.