

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Assistant Director Environmental Services
Department: Environmental Services
Revised : August 2022

Class : Skilled Craft
FLSA : Exempt

This job description supersedes any prior description for the Assistant Director Landfill Operations classification.

GENERAL DESCRIPTION

Responsible work involving the supervision and direction of the Landfill operations of the County. Directs the work of a number of primarily skilled employees. General supervision is received from the Environmental Management Director, but work is normally performed on an independent basis in keeping with federal, state and county regulations and guidelines. Work is reviewed by the Environmental Services Director through reports received and through periodic inspections and conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises, organizes, and coordinates the daily operations of the County Landfill and staff.

Oversees safety, ensuring compliance with all applicable rules and regulations; investigates all accidents and maintains all required reports and records for both active and closed landfills.

Makes recommendations for hire of staff supervised that is given particular weight by the Environmental Services Director; evaluates job performance, completes performance appraisals, and administers disciplinary actions on staff as necessary.

Plans solid waste disposal site development and directs, monitors, and controls solid waste disposal operations in keeping with federal, state, and county regulations, guidelines, and county budgetary restraints.

Plans and coordinates work schedules of landfill employees and monitors their progress to improve work process efficiency; implements and maintains safe work practices.

Coordinates equipment maintenance plans with operating schedules and orders parts for equipment.

Responds to customer service inquiries, requests, or complaints; investigates and resolves complaints regarding solid waste disposal.

Coordinates the departmental purchasing function with the help of the Environmental Management Director, including the coordination of purchasing requests, working with the division managers and supervisors and Finance as needed to prepare specifications and obtain bids for services, and supply needs.

Maintains and prepares a variety of records.

OTHER JOB FUNCTIONS

Operates heavy equipment as needed during staffing shortages.

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Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the safety hazards of the applicable solid waste disposal operations and the practices and procedures to control them.

Thorough knowledge of effective methods, practices and procedures for planning and directing applicable solid waste disposal operations.

Thorough knowledge of the applicable federal, state and county regulations and guidelines related to the County's solid waste disposal operations.

Ability to plan, implement, direct, monitor and control the operations and staff assigned.

Ability to understand and carry out written and oral instructions and to work independently in performance of assigned regular duties.

Ability to communicate effectively, orally and in writing.

Ability to demonstrate sound judgement; integrity; resourcefulness; accuracy; thoroughness and the physical condition commensurate with the demands of the position.

Advanced knowledge of county and department policies and procedures, including budgeting and purchasing practices.

Ability to establish and maintain effective working relationships with state and federal agency representatives, fellow County employees and the general public.

PHYSICAL REQUIREMENTS

The work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Environmental Engineering and four years of supervisory experience in solid waste collection and/or disposal; or a high school diploma or GED equivalency and six years of supervisory experience in solid waste collection and/or disposal; or an equivalent combination of

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training and experience. A valid driver's license is required. Possession of or ability to obtain the Manager of Landfill Operations (MOLO) Certification through the Solid Waste Association of North America (SWANA) upon employment is required.

**This job description does not create an employment contract,
implied or otherwise.**