

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Environmental Services Director  
**Department:** Environmental Services  
**Revised** : March 2010

**Class** : Official/Administrator  
**FLSA:** Exempt

*This job description supersedes any prior description for the Environmental Services Director classification.*

**GENERAL DESCRIPTION**

Highly responsible administrative work directing the various components of the Environmental Services Department including Landfill, Recycling and Processing Center, Convenience Sites, and Storm Water Control. Exercises independent judgment and initiative based upon State and County policies and the County budget. Supervision is exercised over a number of professional, skilled, and clerical subordinates. Supervision is received from the County Manager through periodic 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.)

Develops short and long range plans and goals to meet departmental objectives for services provided.

Prepares the annual budget request; controls approved budgetary expenditures.

Resolves complaints and inquires received from the public relating to the environmental service program.

Plans, programs, supervises, and participates in environmental service programs in the area of sanitation, recycling, and landfill operations.

Writes specifications and bid documents; coordinates bids and manages contracts.

Handles personnel problems; interviews and hires employees; manages departmental staff; evaluates job performance and completes performance appraisals; discharges staff as necessary; and advises supervisors on policy and procedures, disciplinary actions, and other personnel matters.

**OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to plan, program, supervise, and control the work of employees involved in diversified program areas.

Ability to perform office management, personnel administration, supervisory skills, and budget development and control.

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Ability to work independently, take directions, and coordinate with people at various educational and professional levels.

Ability to perform technical planning functions and present information to facilitate decision making of governing boards.

Extensive knowledge of Federal, State, and County policies, procedures, and regulations pertaining to the various areas of responsibility.

Ability to interpret, explain, and apply policies, procedures, and regulations to specific programs.

Extensive written and verbal communication skills.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Planning, Engineering, or related field and four years of supervisory experience, preferably in the governmental sector; or equivalent combination of education and experience. A valid driver's license is required.

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