

Last Revision: November 2022

Fremont County Solid Waste Disposal District
Fremont County
Lander, Wyoming

JOB TITLE:
EXECUTIVE DIRECTOR of
SOLID WASTE

GENERAL

REPORTS TO: Fremont County Solid Waste Disposal District Board of Directors.

POSITION SUMMARY: Performs responsible supervisory and administrative work planning, scheduling, evaluating, and supervising the operations of all District operations related to; sanitary landfills, transfer stations, recycling, waste diversion, and annual cleanup events. Duties are varied and require considerable knowledge of the functions and equipment common to landfilling, waste transportation, and recycling/waste diversion management. Considerable knowledge is also required of all federal, state, and local laws concerning the handling and disposal of all types of waste. Work is a mixture of office and field work.

Status: Exempt (salaried)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct and supervise up to 26 District employees in the operation of the District's landfills, bale stations, transfer stations, recycling collection programs, waste diversion programs, and annual cleanup events.
- Instruct and supervise the operation of heavy equipment, daily cash deposits collection, gate receipts, and deposits of monies.
- Plan short-term and long-term operation activities of District landfills, transfer stations, recycling collection facilities and waste diversion programs to ensure conformity with federal and state regulations governing solid waste facilities.
- Represent the District in legal matters.
- Represent the District in legislative matters.
- Provide internal engineering services associated with permitting, design, and oversight of projects.
- Develop and manage the District's annual budget.
- Ensure compliance with established accounting directives.
- Develop and implement approved operational changes.
- Manage the District's Human Resources (hiring, layoffs, interviewing, workers compensation claims, disciplinary actions, etc.).
- Maintain regulatory compliance.
- Draft, market, propose, and manage contract and consultant work.
- Review and provide comment on proposed regulatory changes developed by the WDEQ.
- Manage equipment, and supply procurement through a competitive bidding process.

- Ensure that staff is completing required safety and educational courses, meetings and training.
 - Schedule, coordinate, and maintain a file system for all solid waste staff drug & alcohol screening and testing.
 - Assess District's level of risk with current and future activities.
 - Prepare materials and documents for meetings and events, including agendas and meeting minutes.
 - Attend all Solid Waste Board of Directors meetings.
 - Ensure confidentiality.
 - Promote District safety policies and procedures.
 - Review and approve staff timesheets, and invoices.
 - Maintain employee records (i.e. filing: accident reports, accident report follow-up, incident reports, workman's compensation reports, disciplinary actions, etc.).
 - Conduct site inspections and operation reviews.
 - Operate equipment as required, train personnel in the safe operation of equipment and in methods and approaches to assigned tasks.
- *This list of duties is intended to provide a general understanding, and may not include all duties that are the responsibility of the Executive Director of Solid Waste.*

PUBLIC RELATIONS/INTERACTION:

1. Attend, participate in, and report on public meetings.
2. Greet the public in a friendly, helpful manner.
3. Answer questions regarding the Solid Waste District.
4. Maintains professionalism by exerting tact, diplomacy, and good judgment when dealing with the public or other staff in a public setting.
5. Lead and present information in public meetings.

SAFETY:

1. Operates all equipment and tools in a safe and prudent manner.
2. Wears appropriate safety glasses/goggles, safety vests, hard hats, and other safety clothing to maintain safety of the job.
3. Actively participate in all safety meetings.
4. Maintains awareness of other vehicles, equipment, people, and other safety hazards near work sites.
5. Controls traffic at work sites by flagging, posting signs, and other means to guide traffic through work areas in a safe manner.
6. Follows internal and external safety operating procedures as established by the Fremont County Solid Waste District and supervisors.
7. Performs all duties in conformance to appropriate safety and security standards.

SUPPLEMENTAL DUTIES:

1. Assist with general operations as needed, or upon unforeseen staff shortages.
2. Assist with Emergency Services.

REQUIREMENTS

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Work Experience:
 - Minimum of a Bachelor's Degree in Civil Engineering or Environmental Engineering, minimum of 5 years working experience in solid waste.
 - Registered Professional Engineer in the State of Wyoming, or ability to acquire within first 6 months of starting position.
 - Minimum of 5 years supervision experience (preferred).
 - Experience in construction and heavy equipment operations or operational oversight (preferred).
2. Knowledge, skills, and abilities:
 - Knowledge of heavy equipment operation and maintenance.
 - Ability to supervise employees and manage daily operational plans.
 - Ability to establish effective working relationships.
 - Effectively present information and respond to questions from the Board of Directors, County Commissioners, town officials, state legislature, and the media in written and verbal communications, including public presentations.

MANDATORY QUALIFICATIONS:

1. Possession of, or ability to obtain within 2-months, a valid Wyoming driver's license.
2. Possession of, or ability to obtain within 6-months, the Wyoming Department of Environmental Solid Waste Operator and Solid Waste Manager certifications

PRE-EMPLOYMENT SCREENINGS:

- Pre-employment screenings may include, but are not limited to, the following: drug screen, references, and criminal background.

WORK ENVIRONMENT:

- The District facility work environments involve exposure to hazards or physical risks.
- The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
- The work will involve working with others, around others, and has contact with the public.
 - Public relations will include: (1.) greeting the public in a friendly and helpful manner, (2.) answering questions regarding the District, (3.) maintain professionalism by exercising tact, diplomacy, and good judgment, (4.) attending public meetings, (5.) follow-up with complaints.
- Safe operations are required. Appropriate personal protective equipment will be required.

PHYSICAL DEMANDS:

- 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 required to hear, read, use hands to finger, handle or feel objects, reach with hands and arms, taste or smell, and drive a vehicle. Frequently required to sit, talk, climb, or balance, stand, walk, stoop, kneel, crouch, or crawl, write, and use a keyboard.

- Must have the ability to lift 70 pounds in multiple repetitions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS:

- While performing the duties of this job, the employee shall be:
 - o Responsive to deadlines
 - o Attentive to the multiple job duties
 - o Supportive of co-workers and staff
 - o Effective in verbal and written communications
 - o Able to manage multiple tasks throughout a given work day and prioritize completion of these tasks in order of importance
 - o Able to use good judgment

AGREEMENT:

I certify that I have read and understand all of the above listed information and requirements associated with the Executive Director of Solid Waste position at the Fremont County Solid Waste Disposal District.

APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE