

Last Revision: October 10, 2024

Fremont County Solid Waste Disposal District
Fremont County
Lander, Wyoming

JOB TITLE:
OPERATIONS MANAGER

GENERAL

REPORTS TO: Business Manager

POSITION SUMMARY: Performs responsible supervisory and administrative work, planning, scheduling, evaluating, and supervising the District operations relating to; landfills, transfer stations, recycling and waste diversion, and clean-up 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)

DISTRICT VEHICLE: Assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct and supervise up to 24 full-time employees and various temporary and part-time employees in the operation of the District’s landfills, bale station, transfer stations, recycling collection programs, waste diversion programs, scalehouses (which includes daily cash deposits collection, gate receipts, and deposit of monies), and annual cleanup events.
- Staff Management: assist with hiring, disciplinary actions and reviews; scheduling and reviewing timesheets; and assist with safety training developments and auditing.
- Manage the regulatory requirements for all District sites and operations (i.e. State of Wyoming and Federal).
- Ensure District sites are operated in accordance with permits in a safe and efficient manner through daily oversight and management of staff, equipment, and resources.
- Operational Management: identifying improvement for efficient operations.
- Oversee the use of all District Equipment to ensure proper, safe, and efficient use, and provide written recommendation to the Business Manager for proposed changes.
- Manage equipment, and supply procurement through a competitive bidding process.
- Conduct site inspections and operation reviews.

- Provide operational assistance to the Business Manager: operational budget development and monitoring, strategic planning, operation activity log development and management, and public relations.

***This list of duties is intended to provide a general understanding and may not include all duties that are the responsibility of the Operations Manager.*

PUBLIC RELATIONS/INTERACTION:

1. Greet the public in a friendly, helpful manner.
2. Answer questions regarding the Solid Waste District.
3. Assist with public relations.
4. Maintains professionalism by exerting tact, diplomacy, and good judgment when dealing with the public or other staff in a public setting.
5. Will be asked to lead and present information in public settings and may be asked to lead and present information in Board meetings.

SAFETY:

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

SUPPLEMENTAL DUTIES:

1. Assist with general and equipment operations as needed, or upon unforeseen staff shortages.
2. Assist with emergency services.

REQUIREMENTS

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Work Experience:
 - Education and/or experience in Civil Engineering, Environmental Engineering, Construction Management, Construction Supervision, or 5+years working experience in the field of solid waste.
 - 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, and town officials 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 obtain within 6-months, the Wyoming Department of Environmental Solid Waste Operator, Solid Waste Manager and Solid Waste Transfer Station certifications.
3. Ability to be insured by the District's insurance providers.

PRE-EMPLOYMENT SCREENINGS:

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

WORK ENVIRONMENT:

1. The District facility work environments involve exposure to hazards or physical risks.
2. The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
3. The work will involve working with others, around others, and has contact with the public.
4. Safe operations are required. Appropriate personal protective equipment will be required.

PHYSICAL DEMANDS:

1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. 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.
3. Must have the ability to lift 70 pounds in multiple repetitions.

4. 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:

1. While performing the duties of this job, the employee shall be:
 - Responsive to deadlines
 - Attentive to the multiple job duties
 - Supportive of subordinates, co-workers, and other staff
 - Effective in verbal and written communications
 - Able to manage multiple tasks throughout a given workday and prioritize completion of these tasks in order of importance
 - Able to use good judgment
 - Respectful to others
 - Able to avoid the use of profanity

AGREEMENT:

I certify that I have read and understand all the above listed information and requirement associated with the Operations Manager position at the Fremont County Solid Waste Disposal District.

APPLICANT'S PRINTED NAME

APPLICANT'S SIGNATURE

DATE