



LEON COUNTY GOVERNMENT
invites applications for the position of:

Solid Waste Manager

SALARY: \$26.16 - \$43.17 Hourly
\$54,412.80 - \$89,793.60 Annually

OPENING DATE: 06/26/21

CLOSING DATE: 07/09/21 11:59 PM

GENERAL DESCRIPTION OF DUTIES:

Initial salary may be up to 15% above the minimum salary based on verified related education, experience, and training above the minimum requirements.

This position performs responsible administrative and supervisory work overseeing and integrating the operational programs of the Solid Waste Management Division to promote excellent customer service and ensure responsible fiscal and environmental stewardship. The operational programs include the Gum Road Transfer Station, the Apalachee Solid Waste Management Facility, Hazardous Waste Program, and the Rural Waste Service Centers.

NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Job Description Questionnaire (JDQ) reflects a more detailed description of the position. Neither the job description nor the JDQ constitutes an employment agreement. Both are subject to change as the needs of the County and requirements of the job change.

ESSENTIAL DUTIES

Directly oversee employee supervision, leadership and development to ensure work quality, achievement of goals, customer service, and a cohesive team environment.

Manage operations, identify priorities, and use problem solving skills to provide solutions throughout the Solid Waste Division. Evaluate policies, provide technical assistance, and refine procedures.

Coordinate and address needs and concerns of Departments, vendors, and citizens in regards to general needs and special projects; assist in promoting programs, identify cost savings, leveraging partnerships, and investing in knowledge and skill sets of staff.

Ensure operations remain in regulatory compliance with local, state, and federal environmental and operational requirements, through required testing, reporting, and certification.

Serve as contract administrator for services such as waste collection, recycling, hauling and disposal; write solicitations, abide by terms, and ensure vendor compliance.

OTHER IMPORTANT OR MARGINAL DUTIES

None.

KNOWLEDGE, SKILLS, AND ABILITIES

Supervisory Skills; Management Skills; Fiscal Management; Knowledge of Solid Waste Management Practices; Environmental Regulations; Solid Waste Facilities Operations; State; Federal Solid Waste regulations; Solid Waste statutes and laws; Strategic Planning Skills;

Communication, computer, written and oral skills, customer relations skills; media and issue management skills; basic chemistry and basic hydro-geology skills; ability to plan develop and implement activities and programs.

COMPLEXITY OF WORK

This position requires the use of independent judgment in maximizing the resources of the Division to ensure that operations and projects are completed on time and within budget. There are many deadlines associated with Solid Waste Regulation compliance such as landfill gas monitoring reports and groundwater monitoring reports. This position is responsible for ensuring all deadlines are met. Due to the complexity of balancing daily operations with long term care of the closed solid waste areas, this position requires significant problem solving talents.

INTERNAL AND EXTERNAL CUSTOMER CONTACT

Considerable internal and external customer contact.

EQUIPMENT AND TOOLS USED

Must be proficient in the use of a personal computer, various software applications, and general office equipment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is mainly performed in an office environment. Work does involve working in multiple locations. Physical demands include sitting and operating a computer.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a Bachelor's degree in Environmental Science, Life Sciences, Civil Engineering, Geology, Biology, County Administration, Political Science, or a related field and five years of professional work experience, with a minimum of two years of supervisory experience; or an equivalent combination of education and experience.

Necessary Special Requirements:

Must possess a valid Florida Driver's license and have a favorable driving record.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and drug testing.

FLSA STATUS: Position is Exempt. Employee performs responsible administrative and supervisory work coordinating and managing operational programs.

Revision History: June 23, 2021.

ESSENTIAL DUTIES:**MINIMUM QUALIFICATIONS:****NECESSARY SPECIAL REQUIREMENTS:**

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.leoncountyfl.gov>

Position #081-21
SOLID WASTE MANAGER
LH

315 S. Calhoun Street
Tallahassee, FL 32301
850-606-2400

wilsonca@leoncountyfl.gov

Solid Waste Manager Supplemental Questionnaire

* 1. What is your highest level of education?

- ☐ Less than High School
- ☐ High School Diploma or Equivalent.
- ☐ Vocational or Technical School.
- ☐ Associate's degree in Environmental Science, Life Sciences, Civil Engineering, Geology, Biology, County Administration, Political Science, or a related field.
- ☐ Bachelor's degree in Environmental Science, Life Sciences, Civil Engineering, Geology, Biology, County Administration, Political Science, or a related field.
- ☐ Master's degree in Environmental Science, Life Sciences, Civil Engineering, Geology, Biology, County Administration, Political Science, or a related field.
- ☐ Doctorate in Environmental Science, Life Sciences, Civil Engineering, Geology, Biology, County Administration, Political Science, or a related field.

* 2. If your degree is not listed above, please type it in the space below or N/A.

* 3. How many years of professional work experience do you have?

- ☐ No Experience
- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years
- ☐ 4 Years
- ☐ 5 Years
- ☐ 6 Years
- ☐ 7 Years
- ☐ 8 years
- ☐ 9 or More Years

* 4. How many years of experience do you have in a supervisory capacity?

- ☐ No Experience
- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years
- ☐ 4 Years
- ☐ 5 Years and more

* Required Question