



**TITLE: Tehama County Solid Waste Management Agency Manager FLSA: Exempt**

**JPA II BOARD APPROVED: October 1, 2018**

**CONTRACT EMPLOYEE**

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### **DEFINITION**

Under administrative direction of the Tehama County Solid Waste Management Agency, Joint Powers Authority (JPA II) Board of Directors, plans, organizes, and directs the solid waste programs of Solid Waste Management Agency. Supports the Board of Directors, supervises, trains and evaluates employees. Performs other related work as directed.

### **SUPERVISION RECEIVED AND EXERCISED**

Provides direct supervision of agency management and administrative staff. This position receives administrative supervision from the Tehama County Solid Waste Management Agency Board of Directors.

### **CLASS CHARACTERISTICS**

This is an agency head position, and has executive level responsibility for overall policy development, organizational structure, program planning, fiscal management, administration and operation of the Tehama County Solid Waste Management Agency. This position is appointed by, and serves at the will and pleasure of the Tehama County Solid Waste Management Agency Board of Directors.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Administers the operation of the Tehama County Solid Waste Management Agency.
- Provides administrative support to the Board of Directors, County of Tehama, and cities of Red Bluff, Corning and Tehama pursuant to agreements which may be approved from time to time by the Tehama County Solid Waste Management Agency.
- Develops statistics and engages in and/or assigns research for various phases of solid waste programs.
- Performs research and analysis on complex and sensitive areas within the department structure, functions, and projects, as assigned.

- Supervises, manages and otherwise provides for overall administration of the program budget, personnel, projects, activities and responsibilities of the Tehama County Solid Waste Management Agency.
- Compiles and organizes information used to develop various technical and staff reports regarding the status of solid waste management programs and facilities.
- Writes, or directs the writing of, staff reports related to solid waste planning such as environmental impact analysis, solid waste facilities, siting elements, solid waste ordinances and resolutions.
- Represents the Tehama County Solid Waste Management Agency in solid waste matters at various public meetings and events.
- Maintains liaison and coordinates plans and projects with management consultants, and state, federal, county, and local agencies.
- Monitors and advises the Tehama County Solid Waste Management Agency of current laws and pending legislation related to the California Department of Resources Recycling and Recovery and other agencies having jurisdiction.
- Directs, controls, and reviews planning; oversees solid waste programs, construction and maintenance of waste removal and disposal facilities.
- Conducts on-site inspections of solid waste facilities, both public and private, to obtain field data required for solid waste planning and compliance.
- Prepares contracts for private consultants and testing agencies for landfill plans and activities and checks and monitors said plans, contracts, and activities.
- Assists and advises County and city agencies, the general public, and other informed parties regarding the solid waste regulations, policies, programs and procedures affecting the operation of the Tehama County Solid Waste Management Agency.
- Negotiate and administers contracts with local jurisdictions, landfill site owners/operators and private companies.
- Fulfills those administrative duties assigned to administrative management in the by-laws of the Tehama County Solid Waste Management Agency.
- Manage public education and outreach programs.
- Performs other related duties as may be assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- California State (AB939) and Federal (Subtitle "D") regulations and other planning requirements of the California Department of Resources Recycling and Recovery;
- Methods and techniques of contract and franchise agreement management, including budgeting;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- Personnel Management;
- California Local Agency fiscal and budget procedures;

- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

**Ability to:**

- Select, supervise, train and evaluate employees; assign tasks to solid waste personnel and consultants, including participating in the hiring, training and evaluation of employees and consultants;
- Stay abreast of current methods in the industry and legal requirements regarding solid waste management;
- Identify, anticipate and analyze solid waste problems and develop effective solutions;
- Manage special projects, including grant applications and contracts;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work both independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Read and interpret various written materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- Make sound, educated decisions;
- Maintain high professional standards of ethics and integrity;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Make accurate mathematical and statistical computations;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

**Education & Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Graduation from an accredited college or university with a Bachelor of Science degree in Civil Engineering, Waste Management, Planning, General Engineering, Business Administration, Public Administration or a related field.
- Five (5) years of increasingly responsible experience in Civil Engineering, Waste Management, Planning, General Engineering, Public Administration or related field with at least two (2) years of that being at a supervisory level.

- Experience in supervising or operating a solid waste program and/or facility is preferred.
- Other combinations of education and experience may be considered.

**License & Special Requirements:**

- Requires a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

**WORKING CONDITIONS**

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**