

SNOHOMISH COUNTY JOB DESCRIPTION

SOLID WASTE OPERATIONS MANAGER

Spec No. 1085

BASIC FUNCTION

To plan, coordinate, supervise and manage solid waste transfer and disposal operations, maintenance of closed landfills, and support of other solid waste programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages the operations of the solid waste transfer and disposal operations. Develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates section activities with other County sections, divisions, and departments as required.
2. Directs, supervises and evaluates the work of subordinate supervisors and staff. Reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; reviews and approves staffing schedules; plans and schedules in-service training; recommends various personnel actions to the Solid Waste Utility Director, including selection, promotion, reassignment and discipline.
3. Reviews and analyzes program objectives, policies, procedures and work standards; develops and recommends new or improved objectives, policies, procedures and work standards and coordinates their implementation.
4. Inspects field operations including landfills, drop boxes and transfer stations for cleanliness, safety and operating efficiency.
5. Develops short and long term plans for the consideration and approval of the Utility Director; prepares the section's annual budget; administers the approved budget and monitors expenditures and revenues.
6. Directs the preparation of records, reports and studies.

STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, engineering or public administration, science, or a related field; PLUS, four (4) years of supervisory experience and four (4) years experience in the handling, management, and/or disposal of solid waste (time spent as a supervisor in the solid waste field may count towards both requirements); OR, any equivalent combination of training and or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the practices, methods and materials used in solid waste landfills;
- the principles and procedures of personnel management;
- the occupational hazards and safety precautions associated with solid waste operations;
- the principles and practices of program planning, organization and administration;
- use of personal computers.

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems;
- make independent decisions under pressure;
- develop program plans and budgets and evaluate work accomplishments;
- read, interpret and apply laws, rules, regulations and legislation governing department operations;
- establish and maintain effective work relationships with State and County officials, department heads, associates, subordinates, officials of other agencies and with the general public;
- communicate effectively both orally and in writing;
- understand and execute oral and written instructions;
- prepare a variety of correspondence, reports and other written materials;
- allocate and make effective use of available resources;
- walk long distances over rough terrain and climb ladders;
- operate personal computers.

SUPERVISION

The employee reports to the Solid Waste Utility Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports, and results obtained.

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WORKING CONDITIONS

The work is performed in an office environment and outside in all types of inclement weather conditions at solid waste disposal sites throughout the County. The employee is exposed to unpleasant odors, dust, and debris. The employee is required to wear County supplied safety equipment when in the field.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Prior to 1980

Revised: January 1991, August 1995 and October 2000

Previous Spec No. 260203

EEO Category: 1 – Officials and Administrators

Pay Grade: 113P – Management Exempt Pay Plan (13 steps)

Workers Comp: 1501 Hazardous