

SNOHOMISH COUNTY JOB DESCRIPTION

SOLID WASTE UTILITY DIRECTOR

Spec No. 1086

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Solid Waste Division of the Public Works Department.

STATEMENT OF DUTIES

1. Plans, organizes, coordinates and directs all operations of the division including operations, recycling and environmental services.
2. Supervises and directs the work of subordinate supervisors and managers; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Prepares and submits the annual operating and capital improvement budgets; prepares and/or supervises the preparation of division program plans, goals and objectives, and funding requests; administers the approved division budget.
4. Evaluates division operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
5. Coordinates division operations with other county divisions, and outside agencies as required; confers with and advises county elected officials on various issues and problems concerning the division.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a major college or university with major course work in industrial, civil or sanitary engineering or public administration. Plus five years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- current methods and techniques utilized in the operation of solid waste facilities;
- the laws, rules, regulations and legislation governing solid waste disposal; the principles and practices of program planning, organization, budgeting and administration;
- the principles and practices of effective supervision.
- plan, organize and direct the operations of a major county division;

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KNOWLEDGE AND ABILITIES (continued)

- plan, coordinate, supervise and evaluate the work of subordinate employees;

Ability to:

- prepare and administer the division budget;
- analyze division operations, initiate changes and take effective action to correct deficiencies and resolve problems;
- work under pressure and delegate responsibility;
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of outside agencies, and with the general public;
- communicate effectively, both verbally and in writing;
- prepare a variety of correspondence, reports and other written materials;
- read, interpret and apply a variety of laws, rules and regulations governing division operations including county personnel rules and regulations.

SUPERVISION

The employee reports directly to the Director of Public Works and is responsible for all operations and activities of a Solid Waste Division. Considerable independent judgment is exercised in planning projects and programs, and in resolving administrative and technical problems within the division. Total responsibility is required for the development of budgets for the division's operations and for the cash flow requirements for the various programs. Performance is evaluated through conferences and results obtained. Direct supervision is exercised over subordinate managers and/or supervisors, and through them over the entire division staff.

WORKING CONDITIONS

Usual office environment with periodic field visits to work sites throughout the county.

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: 1974 as Solid Waste Utility, Director of
Revised and Retitled: February 1991 as Solid Waste Coordinator; August 1992; February 2004
Previous Spec No. 262204
EEO Category: 1 – Officials and Administrators
Pay Grade: 113 – Management Exempt Pay Plan
Workers Comp: 1501 Hazardous