



COUNTY OF VOLUSIA
invites applications for the position of:

Solid Waste Director - Public Works

An Equal Opportunity Employer

SALARY: \$3,263.69 - \$5,141.73 Biweekly
\$84,856.00 - \$133,685.00 Annually

OPENING DATE: 09/01/17

CLOSING DATE: 10/07/17 11:59 PM

MAJOR FUNCTIONS:

The County of Volusia is seeking a highly motivated and experienced Director to lead the Solid Waste Division; which is one of seven divisions under the Public Works Department. This position is responsible for overseeing a staff that averages seventy (70) employees with an annual budget of approximately \$33 million. The selected candidate will be responsible for the effective and efficient management of the Solid Waste Division to include but not limited to: planning, scheduling, and directing of solid waste disposal and recycling operations; landfill planning and capital projects; environmental and regulatory compliance on all active facilities that include a Class I and III landfill, a transfer station and ancillary systems.

The selected candidate will also be expected to perform research, advise and assist in the implementation of industry best practices and controls to improve service delivery and enhance operational outcomes. Budget development for operations and contract services; to include fee structures, landfill charge account/collections management, residential collection contract management, negotiations, and establishment of special assessment rates; are also essential functions of this position.

Strong communication and interpersonal skills to select, motivate, evaluate and develop high performing employees. The selected candidate should be able to inspire change and foster a team environment; while creating and maintaining a diverse work group. Being an effective speaker and presenter is also required in order to educate employees, community members and leaders.

ILLUSTRATIVE DUTIES:

(NOTE: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*)

- Plans and directs the solid waste program for the county.
- Plans and prescribes the development of county landfills.
- Establishes current operational priorities.
- Reviews, evaluates, and proposes concepts and methodology for improving the solid waste operations.
- Analyzes statistical data to provide more efficient operation of the solid waste program.
- Inspects solid waste operations and oversees/manages the solid waste disposal program.

- Maintains liaison with municipalities, governmental and civic organizations regarding services and cooperative ventures, leading to resource conservation and recovery.
- Conducts periodic meetings with personnel to evaluate performance of the operation.
- Prepares and/or reviews reports and records on the evaluation of the solid waste collection system and program.
- Responsible for budget development functions for operations and contract services; to include fee structures, landfill charge account/collections management, residential collection contract management, negotiations, and establishment of special assessment rates.
- May be assigned to other county locations based upon operational needs.
- Attends work on a regular and consistent basis.
- Responds to emergency situations
- Must adhere to Federal, state, county, and local ordinances.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's degree in Public Administration, Business Administration or related field and five (5) years of progressively responsible experience in solid waste management. A comparable amount of education, training, or experience may be substituted for the minimum requirements. **The preferred candidate**, having met the minimum requirements; will have ten (10) years of experience in Solid Waste facility management; to include managing landfill operations, budget development and landfill equipment specifications, establishing landfill disposal fee structures, and establishing/creating solid waste residential collection fees.

***Must possess and maintain a valid Florida driver's license.**

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of engineering as it relates to soils, drainage, and landfill construction.
- Knowledge of the present laws and ordinances relating to solid waste disposal.
- Knowledge of county ordinances and codes relating to solid waste disposal and landfill operations.
- Knowledge of business and administrative principles, practices, methods, and techniques.
- Knowledge of fiscal reporting systems, means of budget preparation, and record management systems.
- Knowledge of landfill equipment specifications and machinery.
- Able to plan and organize an effective solid waste disposal operation.
- Able to understand and interpret basic blueprints and contour/aerial maps.
- Able to use good judgment and make independent decisions on administrative, operational and personnel issues.
- Able to negotiate contracts with the private sector; to include, waste collection, recycling activities, etc.
- Able to establish and maintain good relationships with contractors, employees and the public.
- Able to supervise effectively.
- Must be able to relocate to other county locations based upon operational needs.
- Able to present ideas and programs, orally and in writing.
- Able to work under stressful conditions.

ADA REQUIREMENTS:

Physical Demands: Light work. Walking on uneven ground, standing. May be required to climb, balance, stoop, kneel, crouch, reach, finger, talk, hear, see, visual acuity (peripheral vision and depth perception) necessary to operate a motorized vehicle.

Environmental Demands: Both inside and outside work. Exposure to inclement weather including rain, heat, humidity, cold. Exposure to dust, fumes, odors, noise.

Mental Demands: Ability to read and comprehend professional and technical manuals; legal documents, ordinances, statutes; instructions, reports, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform general mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.volusia.org/humanresources>

Job #17-00733
SOLID WASTE DIRECTOR - PUBLIC WORKS
JR

OUR OFFICE IS LOCATED AT:
230 North Woodland Blvd Suite 262
DeLand, FL 32720
386-736-5951
humanresources@volusia.org

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Solid Waste Director - Public Works Supplemental Questionnaire

- * 1. PLEASE NOTE: Your response to the following supplemental questions must match the information in the appropriate sections on your application. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration
 - I have read and understand the above statement
- * 2. Do you possess a valid Florida driver's license?
 - Yes No

- * 3. If you answered no to the previous question, will you be able to obtain a Florida driver's license at the time of hire if selected for the position?
- Yes
 - No
 - Not Applicable
- * 4. Do you have at least ten (10) years of experience managing landfill operations?
- Yes No
- * 5. If you answered yes to the previous question, please indicate: *Position title
*Responsibilities *Name of the agency/organization(s) If you answered no, please indicate N/A.
- * 6. Do you have experience with establishing disposal rate resolutions and/or residential collection fees?
- Yes No
- * 7. If you answered yes to the previous question, please indicate: *Position title *Number of years at the position *Tipping fee rate resolutions *Solid waste collection special assessment districts established *Name of the agency/organization(s) If you answered no, please indicate N/A.
- * 8. Do you have experience with government budgeting practices and principles?
- Yes No
- * 9. If you answered yes to the previous question, please indicate: *Position title *Number of years at the position *Responsibilities *Monetary amount of the budget *Name of the agency/organization(s) If you answered no, please indicate N/A.
- * 10. Where did you hear about this position?
- Volusia County Website
 - Daytona Beach News Journal
 - Monster.com
 - Social Media (E.g. Facebook, Twitter, LinkedIn)
 - Other
- * 11. If you answered "other" to the previous question, please indicate which specific source.
- * Required Question