



## Martin County Board of County Commissioners Job Description

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**Job Title:** Solid Waste Administrator  
**Department:** Utilities & Solid Waste  
**Salary Grade:** 981  
**FLSA Status:** Exempt  
**Reports To:** Utilities & Solid Waste Director  
**Mission Essential:** Yes  
**Bargaining Unit:** HRM  
**Revised Date:** 2003

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### **SUMMARY:**

Responsible managerial and administrative position in planning, organizing, budgeting, directing and coordinating countywide solid waste programs. Position requires independent judgment and is performed under the general direction of the Utilities & Solid Waste Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Develop policies, plans, standards, operations and exercises general supervision through subordinate supervisory personnel. Oversee the operational aspects of solid waste handling/disposal/transfer station facilities and household hazardous waste program to ensure sound fiscal management. Oversee efficient utilization of facilities, personnel and equipment and ensure compliance with all federal, state and local requirements.

Administers solid waste/recyclable material franchise agreements to include negotiations of service levels and fees. Prepares and administers Division's budget. Prepares annual solid waste non-ad valorem assessments.

Writes and administers grant applications. Prepare agenda items and resolutions. Provide written educational materials to public regarding Division programs.

Make presentations to BCC, homeowner associations, civic and educational groups and other agencies are required. Participate in inter-departmental teams and committees. Participate in inter-departmental teams and committees. Support Comprehensive Plan goals and objectives.

Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** (Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of the principles and practices of management as applied specifically to solid waste programs, operations. Ability to prepare technical reports. Knowledge of modern methods, materials

and techniques related to landfill and/or transfer station operation and reuse programs. Knowledge of federal, state, local laws and regulations.

Ability to establish, supervise and maintain effective working relationships with subordinates, other governmental agencies, County officials and the general public. Ability to communicate effectively, orally and written. Ability to develop contracts, agreements, amendments and special assessments. Ability to develop contracts, agreements, amendments and special assessments. Ability to organize, plan and direct resources in a manner consistent with departmental goals and objectives. Ability to exercise independent judgment in arriving at conclusions.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with major course in environmental management, business administration or related fields and minimum of eight years progressively responsible experience in solid waste operations including at least five years in a management or supervisory capacity. Possession of a valid State of Florida drivers license as required for the position.

An equivalent combination of training and experience may be substituted for the minimum qualifications.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Florida Driver's License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

DFWP/EOE/ADA

March 1999

Revised August 2000

Updated May 2003