

Job Description: DIRECTOR OF SOLID WASTE

CLASS NO. 2201

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 28

FLSA: Exempt

SUMMARY OF POSITION

Primary responsibilities include administration of the Solid Waste Department consisting of the landfill division and collection division. Prepare an annual departmental operating budget. Maintains appropriate financial management records relating to the department.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** County Judge and Commissioner's Court
2. **Directs:** Landfill Supervisor, Collection Personnel, and Administrative Staff.
3. **Other:** Has contact with department employees; has frequent contact with County Auditor, County Treasurer, and TCEQ.

EXAMPLES OF WORK

Essential Duties*

Plans and administers efficient and economical disposal of municipal solid waste.

Formulates and manages county solid waste programs, including planning and permitting new facilities, coordinating landfill activities, implements recycling programs and ensures proper solid waste collection.

Employs and dismisses departmental personnel.

Attend Commissioners Court meetings.

Ensures county policies pertaining to solid waste are efficiently and effectively executed.

Prepares and submits departmental annual budget to Commissioners Court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: County State and Federal rules, regulations, and procedures pertaining to municipal and industrial waste, occupation safety and health, and motor vehicle codes.

Skill/Ability to: Plans and direct projects; analyze and evaluate a variety of disposal options; supervise and motivate employees; establish and maintain effective working relationships with employees, county officials and representatives of relevant state commissions; and maintain necessary certifications.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

10/2012

Chambers County

CLASS NO. 2201 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in environmental engineering, environmental science, or industrial technology OR
High school graduation plus at least ten (10) years experience in sanitation operations including six (6) years of solid waste collection and disposal experience and four (4) years of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED

Class A Waste Disposal Certification from the Texas Natural Resource Conservation Commission.
Municipal Waste Combustion Operator Certification.

Appropriate Texas Driver License.