

Chester County Government Job Description

Job Title: Solid Waste Director
Department: Solid Waste, Recycling
Reports to: County Mayor
Issue Date: 11/21/2023

Chester County Solid Waste & the West TN Regional Recycling Hub is accepting resumes for the Solid Waste Director position. The Director oversees the activities, projects, staff, and operations of the Solid Waste Department, Recycling Hub, and Keep Chester County Beautiful. This job description intends to characterize the typical tasks performed by individuals in this position and should not be considered an all-inclusive listing of work requirements and duties. Other tasks may be assigned at management's discretion, including work in other functional areas. All employees must have legal authorization to work in the United States.

Job Summary: Oversees and manages activities of all solid waste divisions: landfill (disposal), hauling (trucking), convenience centers (collection/hauling), transfer station, West TN Regional Recycling Hub, litter grant, education and outreach, and Keep Chester County Beautiful.

Essential Duties and Responsibilities:

- Directs operations of divisions according to state regulations. Ensures compliance with all state operating and reporting rules.
- Generates and formulates operational and administrative policy; meets daily with head manager to provide assignments and guidance.
- Completes employee relations tasks such as hiring, firing, managing schedules, addressing employee concerns, issues, questions, etc.
- Establishes goals and objectives for all Solid Waste Divisions as well as monitors the progress toward the meeting of said goals and objectives.
- Review engineering plans associated with projects at the Solid Waste Department.
- Prepares and submits operational budget for solid waste disposal activities to the County Mayor/Finance office and appropriate committees, ensuring compliance with the approved budget.
- Prepares and submits multiple reports according to state requirements.
- Needs knowledge of heavy equipment and preventive maintenance.
- Communicates effectively with other departments, state workers, vendors, the public, etc., to provide accurate information and to foster and develop relationships.
- Oversees contract administration to outside contractors. Ensures compliance with contract specifications.
- Supports and oversees the activities and objectives of KCCB. (Education and outreach)
- Plans and oversees projects for future needs and broader analysis of county solid waste statistical data.
- Research and develop innovative, cost-effective, efficient solid waste service and contract processes.
- Develop a structure for all programs based on market analysis, revenue requirements, and cost of service data.

- Manage and oversee the MRF and Spokes. This includes 13 cities and counties, contracts, scheduling loads, contamination issues, marketing loads, sort lines, equipment, and waste audits.
- Promote, market, and direct recycling waste collection as a profit for the recycling fund.
- Take a leadership role in supporting, promoting, and maintaining the safety of the Solid Waste Department and its employees.
- Represent the Division/Department at various professional and community functions.
- Pursue and administer grants and loans from state and other public and private sources as appropriate.
- Attends meetings and training as required, which may last into the evening.
- Attends conferences and can present and speak to groups and classes.
- Develop short- and long-term goals, objectives, policies, and procedures, and support an organizational culture aligning with recycling goals.
- Plan, lead, organize, promote, and evaluate programs within the Solid Waste Division to include residential and commercial waste collection, work with the City of Henderson towards recycling goals, manage solid waste transfer station, C/D, and manage household hazardous waste collection.
- Perform related duties and responsibilities as required outside of this description

Supervisory Responsibilities: Yes – 10 Full-time employees, 18 Part-time employees

Examples of Knowledge and Skills Required:

- Strong communication skills for communicating with department heads, elected officials, employees, commissioners, and others
- Presentation skills and interpersonal skills
- Delegation skills and managerial skills
- Knowledge of the solid waste and recycling industry
- Knowledge and adherence to state and federal regulations
- Knowledge of accounting and bookkeeping
- Problem-solving ability
- Knowledge or the ability to learn department policies, procedures, and practices
- Computer software skills such as Microsoft Office and other software

Education and Experience:

Bachelor's degree (B.A) from a four-year college or five years of experience preferred

Certificates or Licenses Required:

Tennessee Driver's license with proof of insurability
 SWANA (Solid Waste Association of North America)
 CTAS/SWANA Solid Waste Professional Certificate

Physical Demands: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must frequently sit, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee will occasionally walk, stand, stoop, kneel, crouch, or crawl. The employee will occasionally be lifting up to 25 pounds.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

It will be an office environment; however, employees will become exposed to outdoor elements and variances in temperature while managing the MRF, for example. A person may occasionally come into contact with dust, contaminated recycling, municipal solid waste, other airborne particles, and chemicals. Moderate noise level.