



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: SOLID WASTE OPERATIONS MANAGER

DEPARTMENT: SOLID WASTE

If you have any questions about this position vacancy please call: 406-758-5910

NUMBER OF POSITIONS OPEN: 1

FULL TIME REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$37.38 per hour

PART TIME SEASONAL

SALARY AT:

1 Year Step \$38.87 per hour

2 Year Step \$40.43 per hour

3 Year Step \$41.24 per hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Solid Waste Operations Manager	Job Code:	16020
Department:	Solid Waste	Pay Grade:	Stnd 44
Reports to:	Public Works Director	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Flathead County Solid Waste District provides environmentally sound and cost-effective refuse collection, disposal and recycling opportunities for Flathead County residents and businesses. Our facilities are a major part of the economic and environmental infrastructure of Flathead County. Long range planning and fiscal integrity ensures decades of capacity with minimal financial impacts to Flathead County citizens.

Job Summary: Responsible for challenging supervisory, technical and administrative work involving planning, organization, direction, supervision and coordination of the operations of the County Solid Waste system. The work is performed under the general direction and supervision of the Public Works Director, but considerable leeway is granted for the exercise of independent judgment and initiative. This position must establish and maintain cooperative working relationships with other governmental and County employees, supervisory personnel, private businesses, and the public. This position exercises supervision over the work of all Solid Waste department personnel.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Manage the operations and activities of the County Solid Waste system.
- Monitor the Solid Waste operations to ensure compliance with federal and state requirements.
- Manage and coordinate with consultants on Solid Waste operations and Landfill closures.
- Develop goals, plans and measurements for identification of Solid Waste needs and services.
- Identify the costs, timing and other key issues involved in the expansion and improvement of the Solid Waste operations and activities.
- Participate in the preparation of the division budget and monitors division expenditures.
- Direct, supervise, advise, motivate, counsel, train, prioritize, and evaluate the work and performance of department personnel.
- Hire and recommend discipline and personnel actions for department personnel.
- Coordinate and determine the need for repair work performed by outside contractors.
- Provide technical advice and counsel to commercial and residential landfill customers on solid waste disposal issues.
- Coordinate department activities with those of other divisions and departments as situations require.

- Administer department and County policies.
- Coordinate the County recycling programs.
- Evaluate department requirements, recommend purchase of new equipment and supplies and prepare and review specifications for recommended purchases.
- Prepare department budget estimates and other regular and special reports.
- Oversee and/or prepare state and federal compliance reports.
- Supervise the development and maintenance of landfill costs and other records.
- Meet and greet the public and answer questions regarding landfill operation and policies or refer questions to other appropriate personnel.
- Coordinate closure and partial closure activities at previous landfill sites.
- Oversee department container sites and related construction projects at sites:
- Attend meetings, conferences, and workshops as requested and authorized.
- Coordinate departmental safety programs and address any safety or environmental concerns in a prompt manner. Identify and correct hazardous conditions which may lead to human injury and/or property damage. Participate in investigation of incidents within the department, prepare related paperwork, ensure safety inspections and training are conducted monthly, and work with Risk Management and Safety Committees.
- Ensure the general safety precautions are followed by work crews and supervisory personnel.
- Perform related work as assigned.

Non-Essential Functions:

- Performs a variety of other duties as assigned.

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to walk, stand, sit, talk, write, listen, and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- The employee is occasionally required to lift and/or move up to 50 pounds, and infrequently up to 100 pounds.
- The noise level of the environment is usually moderate; however, employee is occasionally subjected to loud equipment noise.
- Work is conducted in an office and in various indoor and outdoor environments. Employee will be working in all types of weather and operating a vehicle in inclement weather.
- There may be a risk of exposure to various environmental hazards and hazardous materials and substances; occasionally required to utilize protective equipment.

Supervision Exercised: This position manages all employees in the Solid Waste department, either directly or through subordinate supervisors or lead workers.

Knowledge, Skills, and Abilities:

The job requires thorough knowledge of:

- The principles and practices of Solid Waste disposal and recycling operations.
- The Solid Waste facilities and licensing requirements.
- The hazards and safety precautions involved in Solid Waste collection and disposal.

The position requires the skill and ability to:

- Direct, motivate, coordinate, supervise and evaluate the work of others.
- Train others in their assigned duties and responsibilities.
- Communicate well with supervisory personnel, employees, and the public.
- Prepare accurate and reliable reports containing findings, conclusions, and recommendations.
- Operate a personal computer using standard word processing, spreadsheet, and database software applications appropriate to assigned duties.
- Communicate well with others both orally and in writing.
- Establish and maintain effective working relationships with other employees, supervisory personnel, homeowners, business owners and other citizens.
- Use logical thought processes to develop solutions according to written specifications and oral instructions.
- Perform a wide variety of difficult, technical, supervisory, maintenance and repair tasks with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- Possess ingenuity and inventiveness in the performance of assigned tasks.
- Obtain and maintain a valid Montana Commercial Driver's license and safe driving record.

Education and Experience:

The position requires a BS degree in Environmental Sciences; and considerable experience in solid waste management, including some supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the work.

Special Requirements:

- Must obtain a CDL within one year of hire.
- Must obtain SWANA Manager of Landfill Operations certificate within two years of hire.

Action	Date	Reference
Adopted	09/27/2007	Commissioners' Minutes
Revised	07/01/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	12/20/2022	Commissioners' Minutes

