



INTEGRATED WASTE MANAGEMENT PROGRAM SUPERINTENDENT
SENIOR INTERGRATED WASTE MANAGEMENT PROGRAM
SUPERINTENDENT

DEFINITION: Under the administrative supervision of the Department Head, or Assistant or Deputy Department Head, plans, develops, organizes, administers and manages all aspects of the County's integrated waste management programs so as to maximize diversion of recyclable materials from County landfills; manages the County's permitted solid waste facilities to maintain compliance with all applicable State and Federal regulations; ensures the County's compliance with the Integrated Waste Management Act; minimizes the County's reliance on contracted professional consulting services for, but not limited to, regulatory compliance and reporting, hazardous waste, recycling, waste reduction and diversion, household hazardous waste programs, and landfill operations. Responsible for reviewing, developing, and implementing County codes, regulations, and policies pertaining to solid waste and recycling, and the private collection of solid waste and recyclables. May provide professional solid waste and landfill engineering assistance to the County waste management programs, and may be assigned engineering projects in other program areas.

DISTINGUISHING CHARACTERISTICS: The Senior Integrated Waste Management Program Superintendent is distinguished from the Integrated Waste Management Program Superintendent based on levels of experience and/or the possession of a valid California Registration as a Civil Engineer, with a corresponding demonstrated ability to utilize experience and/or Registration as a Civil Engineer to minimize the County's reliance on contracted professional consulting services as demonstrated by substantial cost savings to the County.

ESSENTIAL JOB DUTIES: Plans, directs and coordinates the day-to-day and long-range planning for, and operation of solid waste facilities to obtain maximum efficient utilization and regulatory compliance; plans, prepares, evaluates, and administers revisions and updates to the County Solid Waste Management Plan and other planning documents required under the Integrated Waste Management Act, as necessary; identifies, develops, implements, evaluates and, as necessary, revises recycling and hazardous waste collection programs to maximize material diversion from landfills and fulfill the requirements of the Integrated Waste Management Act; interprets and assures compliance with State and Federal solid waste regulations and minimum operating

standards; assures environmental monitoring systems are maintained and monitored, including systems for methane gas recovery, water monitoring, air quality testing, and dust control, and may design and oversee installation of such systems as required; prepares technical monitoring reports for submittal to the State and Federal regulatory agencies, and is familiar with the requirements of the California Environmental Quality Act; develops, implements and monitors the program budget and related fee schedules; prepares special and recurring reports; prepares and administers grant applications and resulting grants, proposals, requests for proposals/qualifications, and contracts; disseminates critical information to department personnel, other County departments, and external agencies; supervises all program personnel and consultants, oversees and ensures all program administrative functions are carried out; recommends and implements changes to existing County ordinances and departmental policies and procedures; represents the County to, and administers the regional agency formed with the City of Bishop for compliance with the Integrated Waste Management Act including developing, implementing, and updating related documents and programs.

Works with other County departments, including County Counsel, Public Works and Environmental Health to develop and amend solid and hazardous waste ordinances, and related fee schedules and permit systems, for presentation to the public and the Board of Supervisors; inspects the operation of landfill and transfer station operations to ensure compliance with regulatory minimum operating standards; reviews and performs advocacy related to legislative and regulatory proposals for effect on County operations; evaluates and makes recommendations and prepares various planning documents, closure plans, and site life calculations regarding the County Landfills; prepares and files reports to regulatory agencies as required in association with Solid Waste facility operations.

Prepares reports for submittal to the State Board of Equalization on a quarterly basis; prepares required reports pursuant to the California Integrated Waste Management Act for submittal to the State; makes presentations to the Board of Supervisors and represents the department in meetings with governmental agencies, professional, business and community organizations, and the public regarding integrated waste management issues (including proposed gate & disposal fee adjustments); assists in the development, implementation and enforcement of department policies and procedures; provides technical expertise and support for employees, residents, businesses and consultants; prepares a variety of periodic and special departmental reports for submittal to the various State and Federal regulatory agencies and prepares departmental correspondence.

EMPLOYMENT STANDARDS

Education/Experience: A bachelor's degree in civil engineering, environmental engineering, environmental science, public administration or a closely related field. Four (4) years of experience or education in civil engineering, or solid waste and

recycling program management education and experience sufficient to demonstrate ability to excel in performing the duties of the position

Possession of a valid California Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers, or eight (8) years of solid waste facility operations and recycling program management required for the Senior Integrated Waste Management Program Superintendent position.

Knowledge of: Principles, practices, and methods of civil engineering as applied to the planning, designing, construction and operation of Landfills, Transfer Stations and related systems; methods, materials, and equipment used in Landfill construction and operations; principles, practices, and methods of solid waste management; principles, methods and regulations governing design and operation of solid waste facilities; principles and practices of recycling, resource recovery, public outreach, and source reduction; laws and regulations affecting solid waste facilities and related operations, including County ordinances, codes and related regulations; the California Integrated Waste Management Act; principles and practices of program management, including program and budget development and implementation, cost and management analysis, contract development and management, and employee supervision; principles of governmental accounting; governmental administrative practices and policies including personnel administration and budgeting; research methods; and, grant and contract administration practices;

Knowledge of the reporting formats for required plans and reports, including but not limited to: a Joint Technical Document (JTD), Landfill Closure/Post Closure Maintenance Plans, Report of Disposal Site Information (RDSI), Source Reduction and Recycling Element, Non-Disposal Facility Element, Siting Element, Subsurface Reports, Summary Disposal Reports, Countywide or Regional Integrated Waste Management Plans.

Ability to: Plan, design, and/or supervise the construction and operation of landfills and transfer stations; prepare/review accurate plans, specifications, cost estimates, and comprehensive engineering reports; establish and maintain project files and records, including financial records; identify, develop, implement, and evaluate recycling, source reduction and hazardous waste collection programs; prepare clear, concise and accurate reports; analyze complex problems, evaluating alternatives, and making sound recommendations, and do so in a manner that minimizes costs to the County and its citizens; exercise sound independent judgment within general policy guidelines; successfully navigate ambiguity; develop effective working relationships with other department staff and County departments; work cooperatively with those contacted in the course of work. Ability to stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work.

Plan, organize, manage, supervise, and coordinate employees and consultants; prepare and manage budgets; develop and administer grant applications and contracts; interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures; develop, implement and interpret goals, objectives, policies and procedure; represent the County effectively in meetings with others. Communicate clearly and concisely, both orally and in writing; interpret budgetary and financial statements; use computers effectively for word processing and records management.

Special requirements: Must possess a valid operator's license issued by the California Department of Motor Vehicles.