

SOLID WASTE ADMINISTRATOR

DEFINITION OF WORK

Under regular supervision, performs responsible technical and skilled work in administering the operation of solid waste facilities; does related work as required.

EXAMPLES OF WORK

This position plans, supervises and participates in the design and construction of major projects related to solid waste facilities with staff professionals, consulting engineers, architects, landscape architects and other professionals; reviews designs, drawings, estimates, specifications and construction schedules for compliance with applicable codes, standards and project objectives; prepares annual budget; maintains current knowledge of Federal/State regulations regarding solid waste operations; responsible for the overall management of the landfill operations for regulatory compliance, productivity, and fiscal management; prepares, reviews and analyzes reports for program; coordinates City-wide "Household Hazardous Waste Disposal Day"; supervises staff involved in all solid waste operations; oversees expenditures, billing and revenue operations; assists auditors in conducting operational audits; serves as a unit spokesperson to provide information about solid waste regulations and operations by speaking to community organizations.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to a bachelor's degree with some major work in civil engineering with considerable experience in the operation and/or management of a Solid Waste Program. Possession of a valid North Carolina Driver's license is required.

Must be able to maneuver consistently within the office area and be able to work with small and large objects; must possess excellent communication skills. This position will work indoors and may be exposed to repetitive motion/operations and long periods of sitting.

