



COUNTY OF YORK JOB DESCRIPTION
Waste Services Manager
Waste Management
Public Works

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for managing and supervising the daily operation of the waste management and recycling program. Administers service contracts for the operation of the transfer station, drop off recycling center, and the roadside recycling and roadside garbage collection programs, and ensuring compliance with relevant local ordinances and state regulations. Maintains budget and cost expenditures in excess of three million dollars. Supervises 8 full-time employees and several temporary employees as required. Serves as an alternate to the Virginia Peninsula Public Services (VPPSA) Board, serves on the VPPSA Compost Facility oversight committee, and is a liaison to the Board appointed York County Beautification Committee and to HRCLEAN, a regional recycling awareness organization. Responsible for planning and managing emergency debris removal operations in times of severe storms or other emergencies.

Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Supervises waste management employees in the daily operations of the Waste Management Center and associated programs; advises and instructs employees as necessary, resolving problems as non-routine situations arise; maintains routine personnel records, such as approving time sheets, preparing employee performance evaluations, and interviewing and selecting new employees.

Monitors the contracts involving the use of scales house facilities and other private companies.

Prepares and maintains an extensive public information/education program for York County residents and businesses aimed at achieving 100% participation in York County's total solid waste management program.

Serves as an alternate to the Virginia Public Service Authority (VPPSA) Board and solid waste issues. Responsible for maintaining accurate financial and tonnage records, for billing such businesses for contracted use of scales house and other facilities, and for resolving conflicts that may result at scales house between the on-site businesses and citizens.

Responds to and resolves non-routine problems and complaints as they arise. Provides exceptional customer service as documented in requests for service and customer satisfaction survey.

Gathers data and prepares statistical analyses used in budget preparation; prepares budget for several sections, as well as preparing a CIP budget for Waste Services; monitors budget expenditures; prepares and authorizes purchase requisitions and verifies invoices for payment.

Administers service contracts for overall performance and approves payments.

Develops and implements a comprehensive waste management program that emphasizes waste reduction, recycling, and the purchase of recycled products for the residential, commercial and industrial sectors of the County; markets use of the road-side trash pick up program to those not utilizing the County's system.

Coordinates collections and resolution of past due waste accounts.

Communicates both orally and in writing with all levels of County staff as well as with County citizens and businesses. Presents matters on a regular basis to and before the Board of Supervisors.

Receives and responds to complaints and inquiries from the general public; resolves disputes at the scale house, office and via telephone.

Attends a variety of meetings, seminars, and workshops and reads material and literature to keep abreast of changes and developments in waste disposal and recycling fields.

Manages emergency debris collection and source reduction contracts.

Coordinates and oversees activities of the County's recycling program; develops and coordinates public relations and public education programs regarding waste management, litter control, recycling, and other environmental issues.

Develops and promotes special events and programs in accordance to the missions and goals of the York County Beautification Committee. Coordinates the County's "Keep America Beautiful" membership and program. Schedules other community outreach activities.

Develops strategies for materials to be recovered, reclaimed, reused, and/or recycled; researches recycling markets for new products to be recycled and develops new sources for recycling.

Serves as Litter Control Coordinator; prepares grant applications, compiles and reviews recycling reports and statistics; monitors grant expenditures; supports and promotes Adopt-A-Highway and school litter control programs; supports and/or organizes clean-up projects.

Prepares required reports for State and local agencies.

ADDITIONAL JOB FUNCTIONS

Performs other related work as needed.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of solid waste and recycling programs and concerns.

Thorough knowledge of supervisory principles and practices.

General knowledge of budgeting and bookkeeping principles and practices.

Excellent oral and written communication skills.

Ability to establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in public relations, environmental science or a related field, and 6 to 9 years of experience in waste management. Possession of a Waste Facility Operator's License issued by the Commonwealth of Virginia is highly desirable. Solid Waste Association of North America (SWANA) certifications in Managing Recycling Systems and Managing Integrated Solid Waste Management Systems are desired.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers; and equipment to include forklift and baler. Work involves some lifting and pushing and pulling.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others, as well as, giving advice or directions to others.

Language Ability: Requires the ability to read and prepare a variety of technical reports, codes, guides, maps, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and various tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and various tools.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____