



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Director of Solid Waste

LOCATION: Solid Waste

HIRING RANGE: \$108,332-\$120,367/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

January 2024

POSITION TITLE: Director of Solid Waste

DEPARTMENT: Solid Waste

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Plans, directs and manages all internal department programs, including participation in management/administration of tri-county solid waste and recycling programs. Ensures that all department activities are in compliance with local, state and federal regulations.

ESSENTIAL FUNCTIONS:

1. Manages all aspects of Solid Waste Department operations including: landfill scale and residential drop-off area, solid waste and recycling transfer station, landfill gas/electric power generation facilities, closed landfill monitoring and maintenance, waste diversion programs and household hazardous material facility operations. Participates in management of Tri-County Solid Waste and Recycling programs.
2. Prepares, manages and administers the annual budget. Ensures that the Solid Waste Management Board Enterprise fund is fiscally managed to allow long-term operation and maintenance of Solid Waste Department facilities.

3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Conducts planning, development and implementation of all solid waste department programs.
2. Procures the necessary materials, products, and services as authorized by the County Executive for operation of the Solid Waste Management Board.
3. Provides engineering support and coordination of engineering consultants for operation of all solid waste department programs.
4. Coordinates all aspects of engineering design and construction activities including plan modification designs, plans and specifications, bid procurement, construction contract administration and construction documentation.
5. Negotiates, approves and administers contracts and agreements for all services, materials and construction work.
6. Facilitates procurement of legal consultants as necessary for operating solid waste department programs.
7. Serves as principal contact for communications and correspondence with all regulatory agencies of federal, state and local governments.
8. Provides administrative services to the Solid Waste Management Board as required.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to County Executive.
2. Supervises Solid Waste Operations Manager, Office Supervisor, Environmental Technician, and Solid Waste Mechanical Technician.
3. Work with general public, municipalities, consultants, contractors, regulatory agencies, other County departments and Tri-County Solid Waste and Recycling Program staff.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree or higher from an accredited institution of higher learning, preferably in Civil or Environmental Engineering, Environmental Science, or a related field.
2. A minimum of five years' work experience in solid waste, landfill gas, and recycling systems, including some experience in a planning, development, or supervisory role.
3. Possession of State of Wisconsin Professional Engineer credential preferred.
4. Possession of State of Wisconsin Department of Natural Resources Facility Manager certification or the ability to obtain certification within 12 months of employment.
5. Current valid Wisconsin driver license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of regulations governing solid waste management and recycling programs in Wisconsin.
2. Knowledge of business management, financing, accounting, marketing, customer service and contract administration.
3. Working knowledge of the principles and practices of engineering and its terminology as it relates to solid waste/recycling facility design, construction, operation and monitoring.

4. Ability to comprehend and interpret a variety of documents including engineering design/construction plans and specifications, construction cost estimates, budget worksheets, billing invoices, state statutes, etc.
5. Ability to formulate planning documents and related budgetary projections.
6. Ability to translate technical terms and concepts into layman's terminology and to communicate effectively in oral and written form.
7. Strong written and verbal communication skills including listening.
8. Computer skills including facility with Microsoft Office applications and ability to learn and use the County's financial software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in normal office setting
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.