



**JOB POSTING**

**POSITION TITLE:** Environmental Compliance Manager  
**LOCATION:** Solid Waste  
**HIRING RANGE:** \$77,990 - \$86,656/Yr.  
**STATUS:** Full Time  
**HOURS PER WEEK:** 40  
**WORK HOURS:** 7:00 AM – 3:30 PM

**APPLICATION DEADLINE:** Ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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**WINNEBAGO COUNTY  
POSITION DESCRIPTION  
July 2024**

**POSITION TITLE:** Environmental Compliance Manager  
**DEPARTMENT:** Solid Waste  
**PAY BASIS:** Salaried

**PURPOSE AND SUMMARY:**

Manages the landfill gas collection, conveyance and power generation systems; environmental monitoring/reporting systems; WDNR closed landfill site investigation, remediation and post-closure compliance needs.

**ESSENTIAL FUNCTIONS:**

1. Manages the operation and maintenance of landfill gas collection and power generation systems, manages long-term care and maintenance activities for closed facilities, including Snell Road Landfill WDNR NR 700 investigation activities.

2. Manages engineering consultants, construction contractors and government regulators related to facility projects including site inspections, remediation activities, contract administration, invoice payment processing, change order management, and closeout of public work contracts.
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. Prepares and administers the landfill gas and closed landfill monitoring/long-term care annual budgets.
2. Facilitates procurement of technical, professional and legal services and administers contracts.
3. Schedules, coordinates, and supervises the duties of County and contract personnel for operations, maintenance and monitoring activities.
4. Prepares periodic operational reports of system performance for publication and presentation to the governing boards and committees.
5. Coordinates electrical power interconnection with utility company and reviews monthly power generation for optimization.
6. Completes and maintains all State and Federal permit reporting requirements for the electric power generation system, air quality emissions and pipeline compliance services.
7. Oversees the maintenance and repair of landfill gas/leachate collection and conveyance systems.
8. Reviews and interprets environmental analytical data and engineering reports to ensure compliance with regulatory standards.
9. Purchases materials, products, and services in accordance with County procedures.
10. Provides environmental guidance and assistance to other County Departments upon request.
11. Performs other related duties as may be assigned.

**WORK RELATIONSHIPS:**

1. Reports to Director of Solid Waste.
2. Supervises Environmental Technician and Solid Waste Mechanical Technician.
3. Works with general public, consultants, contractors, vendors, and other County department staff.

**REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's Degree from an accredited university or college in civil engineering, mechanical engineering, environmental engineering, environmental science or related field.

2. Three years or more relevant work experience. Previous environmental monitoring, regulatory compliance and site investigation experience preferred. Previous supervisory experience is preferred.
3. A combination of education and experience that provides the skills necessary to perform the job may be substituted for the education or experience requirement.
4. Certificate certifying completion of 40-hour hazardous waste site worker training course as required by OSHA 29 CFR 1910.120(E) or the ability to obtain this certification within 12 months of employment (must keep this certification current).
5. Possession of State of Wisconsin Department of Natural Resources Facility Manager Certification or the ability to obtain certification within 12 months of employment.
6. Possess current valid Wisconsin driver license and minimum auto insurance coverage as required by County.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working knowledge of operation and preventative maintenance of stationary equipment and regulatory compliance related to landfill gas collection and power generation systems.
2. Considerable knowledge of WDNR NR 700 investigation, site remediation and WDNR post-closure compliance needs.
3. Knowledge of and ability to use test instruments, monitors and diagnostic equipment.
4. Knowledge of the National Electrical Code and the National Electrical Safety Code.
5. Knowledge of landfill construction and design.
6. Knowledge of environmental data collection and analytical data interpretation.
7. Ability to work efficiently and responsibly with a minimal amount of supervision.
8. Ability to communicate effectively in oral and written form.
9. Ability to develop effective working relationships with others.
10. Ability to perform cost/benefit analysis, analyze a variety of data, organize information and maintain accurate records.
11. Computer skills including familiarity with Microsoft Office applications and the 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.