



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Solid Waste Operations Manager
LOCATION: Landfill
HIRING RANGE: \$76,461-\$84,957/Yr.
STATUS: Full time
HOURS PER WEEK: 40
WORK HOURS: 7:00 am – 3:30 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 *April 2021*

POSITION TITLE: Solid Waste Operations Manager
DEPARTMENT: Solid Waste
PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Manages landfill residential drop-off facilities, solid waste recycling transfer station, material diversion programs, and household hazardous waste facility for the Solid Waste Department. Contributes to Tri-County solid waste and recycling programs.

ESSENTIAL FUNCTIONS:

1. Manages solid waste recycling transfer station operations, landfill residential drop-off area, material diversion programs, and household hazardous waste facility operations.

2. Oversees recordkeeping and WDNR reporting for solid waste and recycling transfer station, material diversion programs, business development, and tonnage reporting. Supports administration of Tri-County shared programs and services.
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. Represents Winnebago County as a contributing partner in management and operation of Tri-County solid waste and recycling programs.
2. Oversees management of the daily operations of collecting and shipping of waste and recyclable materials through the transfer station facility, landfill drop-off area and diversion programs.
3. Prepares requests for proposals, bids, and agreements for the purchase of materials, products, and services necessary for the operation of the transfer station, landfill drop-off area, material diversion programs and household hazardous waste program in accordance with County procedures.
4. Assists Director to develop long-term tonnage goals and determine operational needs as part of the Tri-County solid waste and recycling programs. Reviews business development needs and coordinates outreach strategy with department staff.
5. Reviews operational solid waste and recycling tonnage reporting needs for Tri-County programs and signing municipalities, and coordinates with department staff.
6. Coordinates the special waste and direct haul waste application and approval processes.
7. Prepares and administers annual budgets for solid waste, recycling, diversion programs and household hazardous waste program.
8. Assists department with development and implementation of new programs and projects.
9. Develops projects and budgets for long-term Capital Improvement Planning.
10. Establishes monthly commodity pricing for commercial recyclables based on official index markets and recycling facility processing costs.
11. Oversees administration of Solid Waste Department safety program.
12. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Solid Waste.
2. Supervises Communications and Development Specialist, Foreman, and Equipment Operator.
3. Works with general public, municipalities, consultants, contractors, other County departments, and Tri-County Solid Waste program staff.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. A Bachelor's degree in Accounting, Finance, Business Management, Resource Management, or a related field.

2. Five years or more work experience in solid waste management or a related field. 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. Possession of State of Wisconsin Department of Natural Resources Facility Manager certification or the ability to obtain certification within 12 months of employment.
5. Possess current valid Wisconsin driver license and minimum automobile insurance coverage as required by County.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Wisconsin Department of Natural Resources regulations pertaining to Solid Waste Management.
2. Knowledge of generally accepted accounting principles, policies and procedures and the ability to apply these principles to a variety of work situations.
3. Knowledge of contract administration and management and procurement procedures for bids and requests for proposals.
4. Knowledge and ability to interpret engineering plans and specifications.
5. Ability to organize data and communicate effectively in oral and written form.
6. Ability to develop effective working relationships with others.
7. Ability to work effectively with little supervision.
8. Ability to perform cost/benefit analyses, analyze a variety of data, and maintain accurate records.
9. Computer skills including familiarity with Microsoft Office applications and the ability to learn and use the County's financial software and Transact scale 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, fax and scanner.
4. Ability to travel to other County departments and locations.