Sanitation Director (1193)

FLSA Status: Exempt
Pay Grade: 24E
Safety-Sensitive: Yes

Purpose

The purpose of this classification is to plan, direct, and oversee the operations and staff of the Solid Waste Department, including collection centers, waste disposal operations, recycling programs, container management, regulatory compliance, and related capital assets. The incumbent is responsible for the strategic, operational, financial, and personnel management of the department and serves as the County's primary administrator for solid waste services.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Manages, directs, and evaluates assigned staff; processes employee concerns and problems; directs work activities; counsels and disciplines employees; completes performance evaluations; oversees recruitment, selection, training, and professional development of staff.

Incumbents in this classification may supervise inmate workers and are responsible for their direction, productivity, and safety. This position serves as a department head and exercises significant independent judgment in planning, budgeting, policy development, and operational decision-making.

Develops, recommends, and implements policies, procedures, goals, performance measures, and operational standards for the Solid Waste Department; evaluates efficiency and effectiveness of operations; designs and implements process improvements; and ensures activities comply with established County policies and standards.

Develops and administers the department's annual operating and capital budgets; forecasts funding needs for staffing, equipment, facilities, materials, and supplies; monitors expenditures and revenues; prepares budget requests and financial reports; and recommends user fees and operational improvements.

Directs and oversees collection center operations throughout the County; establishes operating schedules and service standards; ensures facilities are properly staffed, maintained, secured, and operated in compliance with applicable regulations.

Oversees solid waste collection, transportation, disposal, recycling, and related programs; monitors operational performance; evaluates service delivery methods; and implements changes necessary to improve efficiency, safety, and customer service.

Directs the acquisition, maintenance, replacement, and utilization of department vehicles, containers, equipment, and facilities; develops specifications for equipment purchases; and oversees preventative maintenance programs and capital improvement projects.

Ensures departmental compliance with all applicable local, state, and federal laws, regulations, permits, ordinances, and environmental requirements; oversees implementation of safety programs; and initiates corrective action when deficiencies are identified.

Administers and enforces provisions of the County Solid Waste Ordinance; recommends ordinance revisions and policy updates; and coordinates with other departments, regulatory agencies, and legal counsel as needed.

Responds to citizen concerns, complaints, and service requests; provides information regarding departmental operations and programs; and works to resolve complex or sensitive issues.

Prepares, analyzes, and presents reports, recommendations, ordinances, resolutions, and executive summaries for County administration and the Board of Commissioners; attends public meetings and provides technical expertise regarding solid waste operations and policy matters.

Coordinates work activities with contractors, consultants, state agencies, regional partners, and other County departments; monitors contract compliance and vendor performance.

Serves as essential personnel during emergencies and disaster response activities; responds after hours or serves in an on-call status as required.

Maintains a current knowledge of applicable laws, regulations, industry standards, technologies, and best practices through professional development, training, and professional affiliations.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Public Administration, Environmental Services, Business Administration, Construction Management, or a related field; supplemented by seven (7) years of progressively responsible experience in solid waste operations, transfer station operations, recycling programs, environmental services, public works, or related field, including supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Preferred Qualifications

Bachelor's degree in a related field and experience managing public-sector solid waste operations.

Specific License or Certification Required: Must possess and maintain a valid Georgia Driver's License. Must attend and maintain yearly correctional training as supplied by Bulloch County Correction Institute Warden.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, and animal bites.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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