



EMPLOYMENT OPPORTUNITY

ASSISTANT DIRECTOR OF SOLID WASTE

SALARY AND BENEFITS

Range 34: \$96,655 - \$128,605 annually, plus benefits package

Range 34+10%: \$ 106,284.62 - \$141,510.46 annually, plus benefits package

FILING DEADLINE

Open until filled. **Review Date: June 22, 2023**

DUTIES AND RESPONSIBILITIES

The Assistant Director of Solid Waste, under direction from the Director of Public Works/Transportation, to fund, plan, operate, administer and maintain solid waste facilities, sites and services, including all mandated costs for planning, waste, diversion, and both closure and post-closure of sites, as well as public education, waste transfer, material recovery, recycling, household hazardous waste programs, and other solid waste programs that are or may be implemented by local, state or federal authorities for which the Lassen Regional Solid Waste Management Authority (LRSWMA) is responsible for. Duties may include, but are not limited to, the following:

- Administers the operation of County-owned and/or operated disposal, transfer and resource recovery stations; coordinates the study, recommendations, acquisition and development of new facilities; plans and oversees the closure of waste cells as they reach capacity; implements landfill operation alternatives to increase cost-efficiency and extend the operating life of the landfill.
- Directs and oversees various programs including: water and landfill gas air monitoring and reporting; recycling, household hazardous waste and reuse; diversion reporting; landfill waste disposal and scale house operations; and education, research and grant programs.
- Expands existing, and develops and implements new and innovative projects and programs to increase waste diversion and resource recovery; works with local jurisdictions and private waste companies to increase public awareness about resource recovery and waste diversion activities available in Lassen County.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and recommends appropriate, service and staff levels, and related fees; develops, evaluates and implements operating policies, procedures and standards to ensure successful accomplishment of LRSWMA, goals and objectives.
- Coordinates projects with Federal and State and local agencies; oversees public-private partnerships; represents the LRSWMA in meetings with the Board of Supervisors, City of Susanville, local agencies, contractors and public; prepares professional and technical reports and makes written and oral presentations; coordinates related committees and task forces.
- Participates in related professional groups and maintains a current knowledge and understanding of solid waste problems and solutions; tracks legislative and regulatory actions that may impact the landfill and the LRSWMA's solid waste and resource recovery programs.
- Provides leadership, support, motivation, direction and coaching to staff in the areas of performance management, problem resolution, planning and work assignments; supervises and evaluates the work of supervisory, professional and technical staff, including: hiring and training, assigning and directing work, developing staff skills and appraising employees' performance.
- Develops, prepares and monitors the LRSWMA budgets; directs preparation of reports, grants, proposals and contracts; oversees and administers waste agreements and contracts for waste management programs.
- Ensures compliance with Federal and State and local laws and regulations; works with LRSWMA Counsel to develop solid waste ordinances and other legal matters; coordinates with other departments and agencies to assure waste haulers, landfill operations and employees and contractors are in compliance with health code requirements; follows, supports and promotes LRSWMA and County policies and procedures regarding safe work practices.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree, or equivalent to, from an accredited college or university in environmental science; business or public policy administration; environmental or civil engineering; project management or closely related field; **AND**

Experience: Five (5) years of progressively responsible experience in the planning, organization and direction of a solid waste operation or activity or similarly associated line of work that is considered a public work. A minimum of three (3) years must have been in a management or supervisory capacity.

Licenses and Certifications

Range 34 + 10%: In addition to education above for Range 34, the possession of a current professional association certification or license issued by the State of California in a science or engineering field relevant to solid waste management is eligible for the additional 10% incentive. Final determination is subject to approval by Director of Public Works/Transportation and Personnel Director.

Must possess a valid driver's license issued by the State of California.

SELECTION PROCESS

Application materials will be reviewed and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened: June 1, 2023

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for safety sensitive positions.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.