

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: SEPTEMBER 20, 2018**  
**CLOSING DATE: OCTOBER 11, 2018**

**DEPARTMENT:** Public Works Recycling & Landfill Management      **POSITION:** Recycling & Landfill Operations Manager

**LOCATION:** Globe      **JOB CODE:** 18-071

**ANNUAL SALARY:** \$56,492-\$76,264 DOE

### PURPOSE OF THE JOB

The purpose of this position is to ensure the safety of Gila County citizens and property by disposing of waste and recycling materials in a cost effective, environmentally responsible manner. To manage the landfill as an enterprise fund, earning all operating and future expansion funds and keeping revenue in line with expense. This position supervises twelve employees, and four Department of Corrections (DOC) inmates; oversees 2.6 million in budget; and \$5 million in Financial Assurance to meet regulations. Additionally, incumbents in this position organize and participate in community clean ups, bike recycling program and Earth Day. Position ensures all safety policies and procedures are followed.

### SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Provides recommendations on discharging employees, employee disciplinary actions, employee salary increases, hiring employees, employee promotions, handling employee grievances, employee coaching, employee training, evaluating employee performance, granting time off and scheduling work hours of employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
• Oversees the Management of two landfills, two recycling operations, two Waste Tire collections, and twelve employees, and crew of 4 DOC mates.	20%
• Ensures waste disposal operations are conducted to comply with State, Federal and Local regulations.	10%
• Provides financial projections to earn revenue of estimated 1.6 million, draft and follow 2.6 million budget, plan expenses.	10%
• Develops, promotes and plans recycling opportunities, researches market for best price for disposal of material.	10%
• Manages employees by providing training, reviews. Provides input for hiring/termination, promotion and discipline.	10%
• Oversees Administrative Clerk Specialist, cover duties in absence on monthly billing, audit scalehouse income and paperwork.	10%
• Executes community cleanup programs, recycle bikes for kids and Earth Day promotion for schools.	10%
• Plans future expansions of landfills, audits landfill income to support projects, works with State auditors.	10%
• Compiles reports to ADEQ on Financial Assurance, SWPPP and Waste Tire report, and monitor 3 closed landfills.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position reviews, approves for submission, presents departmental budget. Creates reports for earned income and items for Landfill budget, Expansion fund and Waste Tire Fund.

### PROJECT RESPONSIBILITIES

Provides project resources allocation based on pre-approved resources on projects involving organizational planning.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries and leads meetings with vendors.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos and emails.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

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**MINIMUM EDUCATION REQUIRED**

High School Diploma or GED.

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Four (4) years experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

Manager of Landfill Operations Certification

**KNOWLEDGE REQUIRED**

Accounting; administration and management; excavation, grading and compaction; Federal, State, Local laws, regulations, statutes and hazardous materials (handling and disposal).

**SKILLS REQUIRED**

Customer service; public speaking (large groups); giving presentations (small to medium groups); analyzing training needs; problem solving; diversity awareness; troubleshooting and multi-tasking.

**ABILITIES REQUIRED**

Consider options, risks, and benefits; imagine outcomes of particular actions; maintain calm demeanor in stressful situations; read and write minimum High School level; solve problems sensibly and swiftly.

**PHYSICAL DEMANDS**

- Occasionally stands to present or give speeches.
- Occasionally stands to attend to customers.
- Constantly sits to complete reports; regularly sits to operate computers and complete a program.
- Occasionally lifts work related materials of up to 25 lbs. in weight.

**WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment; occasionally spends time in construction areas; and routinely spends time in an automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to health and safety risks. Rarely, may become exposed to telephone verbal abuse by customers or citizens, may encounter emotional customers. May become subject to physical danger, mechanical hazards, chemical hazards, bloodborne pathogens, fire hazards, explosives, respiratory hazards, extreme temperature, noise and vibration, wetness and humidity.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May occasionally required reflective traffic vests, biosafety gear, eye protection and hardhat.

**CONSEQUENCES OF ERROR**

Potential errors can result in unfavorable public perceptions and legal ramifications.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.