

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: MANAGER OF ENGINEERING

REPORTS TO: CHIEF OPERATING OFFICER (COO)

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE: The purpose of this position is to direct and administer all engineering projects throughout the DSWA and providing engineering support to other sections of the Authority. This position is responsible for researching and understanding emerging technologies that have an impact of the solid waste industry. This position also represents DSWA at technical conferences and acts as liaison with other sections of DSWA, organizations, municipalities, industry, state and federal agencies.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Manages and supervises engineers and other subordinate technical personnel.
- Directs specific studies and research projects.
- Develops and administers the Capital Improvement Program.
- Manages and supervises engineers and other subordinate technical personnel.
- Coordinates efforts with those of other local, state and federal organizations.
- Manages, plans and organizes projects and budgets for the Engineering group.
- Prepares technical reports and data analysis using computer techniques.
- Prepares technical and engineering specifications for projects.
- Assists in long-range planning and recommend policies and goals.
- Assists in negotiation of contracts with research and technical assistance companies.
- Prepares for approval of the Chief Operating Officer technical and engineering specifications for projects.
- Perform other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with at least a Bachelor's degree, Master's degree preferred in civil, industrial, mechanical, or chemical engineering and ten (10) years of

experience in the environmental field, including air and water pollution control, of which a minimum of seven (7) years' experience must be in solid waste management, at least four (4) years' experience in administration and supervision. Training, knowledge and experience of applicable computer software is required.

Must possess a Board Certified Environmental Engineer and Delaware Professional Engineer's License
Must obtain specialty certification in solid waste within three (3) years of the date of appointment.
Must possess a valid drivers' license.

Knowledge of engineering principles with a strong focus on civil and environmental engineering principles. Knowledge of environmental regulations and permit conditions. Knowledge of emerging technologies within the solid waste industry. Ability to communicate effectively in writing and orally. Ability to communicate with the regulatory community. Knowledge of procurement, bidding and proposal rules. Skills in organizing and delegating tasks. Skills in managing people effectively. Ability to read and interpret engineering drawings. Ability to communicate with a Board of Directors. Ability to negotiate contracts. Knowledge of Microsoft Office products.

Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, talking or hearing, tasting or smelling.

This position requires lifting up to 50 pounds.

No special vision requirements.

This position risks exposure to indoor and outdoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.