

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: FACILITY MANAGER

REPORTS TO: CHIEF OF FACILITIES MANAGEMENT

JOB CLASS: EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: VARIOUS

PURPOSE: The purpose of this position is to direct and administer the operation of one or more of DSWA's solid waste facilities to include landfills, transfer stations and collection stations.

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.

- Supervises DSWA's operating personnel.
- Supervises contractor's daily operations and performance at the solid waste facilities.
- Monitors contractor's compliance with contract requirements necessary for day to day operations.
- Responsible for compliance of DSWA facilities with respect to permits and state and federal regulations.
- Responsible for the technical aspects of DSWA's solid waste facilities including construction and other related duties as assigned.
- Coordinates DSWA's operations with other sections with the Authority to assure tonnages and charges at the facilities are properly documented.
- Coordinates work with consultants involved in waste disposal operations, hydro geological testing and construction. Manages public contact in matters dealing with facilities operations.
- Prepares detailed monthly reports on facility operations.

ADDITIONAL DUTIES:

- Recommends and participates in engineering studies and developments for operating facilities.
- Develops and recommends policy changes and procedures.
- Prepares facility operating budgets.
- Provides support as necessary to other DSWA facilities statewide.
- Coordinates DSWA's operations with various programs of federal, state, local and private agencies.
- Manages and directs specific studies and research projects. .
- Works with and speaks before groups and organizations.
- Plans and organizes projects and budgets.
- Conducts site visits.
- Assists in negotiating contracts.
- Collects, interprets and disseminates technical information.

- Prepares and reviews engineering drawings and specifications and permit documents.
- Assists in long range planning and recommends policies and goals.
- Supervises, plans, trains, evaluates and directs daily activities of Weighmasters, Collection Station Attendants and other staff.
- Arranges for contractual services and purchases materials.
- Assists customers and contractors.
- Maintains and updates plan files, contract specifications, operations and maintenance manuals.
- Manages facility maintenance and projects.
- Completes daily, weekly, monthly inspection and compliance forms and checks.
- Responds to complaints and questions pertaining to the facilities.
- Maintains familiarity with all applicable policies, procedures, and regulations.
- Responds to alarms, emergencies, and other operational situations.
- Performs field reviews and surveys.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in chemical, mechanical, civil, or environmental engineering or related field and 6 years of experience of which 3 years must be in solid waste and 2 years of experience in supervision.

Must possess a Delaware Professional Engineering License; Manager of Landfill Operations (MOLO) certification or obtain within probationary period. Must possess a valid driver's license and First Aid, CPR certification. (Certification training provided by DSWA)

Knowledge of organization operations services and policies. Knowledge of general office policies and procedures. Ability to communicate effectively orally and in writing. Knowledge in supervision and discipline of employees. Intensive and diversified knowledge of engineering principles and practices in the field of solid waste management. Development of professional capabilities through applications of comprehensive and complex techniques, procedures, and criteria in performing sequences of related engineering tasks. Ability to exercise judgment on details of work and in making final decisions, selections, and adaptations of engineering alternatives. Ability to oversee work of engineers, environmental scientists, technicians, weighmasters and collection station attendants. Knowledge in engineering, solid waste management, air and water pollution control, administration and supervision. Knowledge of various computer software.

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

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, and tasting or smelling.

This position requires lifting up to 25 pounds.

This position requires close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, moisture and/or humidity, dust, and gases.

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.