

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** CHIEF EXECUTIVE OFFICER (CEO)

**REPORTS TO:** BOARD OF DIRECTORS

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER OFFICE

**PURPOSE:** Plans, develops, organizes and implements the programs and operations of the Delaware Solid Waste Authority. Directs policies and programs to meet stated objectives of the Statute (Delaware Code) and the Board of Directors. Oversees a staff of 112 positions and a \$60,000,000 per year operating budget. This position reports directly to the Board of Directors of the Authority. Work is performed with general direction from the Board of Directors that sets policy for the Authority.

## 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.

- Plans and implements a comprehensive statewide solid waste management plan. Develops and administers the Annual Budget, which currently exceeds \$60,000,000 per year.
- Negotiates and signs contracts.
- Administers personnel discipline as needed and is the last step for appeal before the matter goes to the Board of Directors, if needed.
- Represents DSWA at high level meetings with the Governor, State Legislators, government agencies and other political entities/groups.
- Signs permit applications, real estate documents and other legal documents as DSWA's authorized representative.
- Plans and directs specific studies and research projects.
- Reviews and approves for presentation to the Board, Administrative, Human Resources, Financial and Operational Policies and Procedures for their final approval.
- Conducts due diligence studies of new technologies and researches new opportunities to help DSWA advance its mission.
- Reviews and approves all travel requests.
- Reviews and approves all educational reimbursement requests.
- Participates as a member of DSWA's Safety Committee.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a Master's degree and ten (10) years of experience. Professional Engineer's license in the State of Delaware. Board Certified Environmental Engineer as issued by

the American Association of Environmental Engineers and Scientists. Valid state driver's license. First Aid and CPR certification.

**RESIDENCY REQUIREMENT:**

The Chief Executive Officer of DSWA shall be a resident of the State of Delaware.

**Physical Requirements:**

This position requires standing, walking, sitting, talking or hearing.

This position requires minimal lifting up to 10 pounds.

The 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).

Position risks exposure to indoor environment and occasional site visits to recycling plants, transfer stations or landfills.

**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.*

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**SUPERVISOR**

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**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.*

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**HUMAN RESOURCES**

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**DATE**

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

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**EMPLOYEE**

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**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.*