

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: CHIEF OF FACILITIES MANAGEMENT

REPORTS TO: CHIEF OPERATING OFFICER (COO)

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE: This position is responsible for directing the daily operations of DSWA's landfills, transfer stations, and facility landfill gas projects. The Chief of Facilities Management supervises professional engineering management staff at the Northern, Central, and Southern facilities, and the professional engineering LFG managers at the Central and Northern facility.

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, supervises and evaluates the work of employees.
- Develops, maintains and enforces operations, maintenance, safety and emergency procedures to ensure the safe and efficient operation of the facilities.
- Reviews and approves budget expenditures at all facilities.
- Provides administration for facility related operating/supply contracts and includes contract negotiation.
- Prepares annual fiscal operating budgets for all facilities.
- Ensures that all solid waste and LFG operations, activities, facilities, and programs comply with all applicable laws and regulations; provides input on DSWA policies.
- Works to improve the efficiency and effectiveness of operations.
- Investigates and seeks to resolve more difficult customer complaints and issues that are outside the scope of subordinate staff.
- Inputs and decides on design aspects of facilities.
Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in civil, environmental, chemical or mechanical engineering or related field, and a minimum of twelve (12) years of experience in solid waste of which five (5) years should be in facilities management and five (5) years of supervisory experience. Possession of a master's degree is preferred.

Must possess a valid Delaware Professional Engineer's License, MOLO certification as a Manager of Landfill or Manager of Transfer Stations as awarded by SWANA, and Board Certified Environmental Engineer Certification as awarded by AAEE, or obtain during the probationary period.

Ability to work independently, make decisions readily and timely, computer skills, oral and written communications skills, and interpersonal skills are required and essential to the position. Ability to manage and supervise engineers and technical staff. Thorough knowledge of the principles and practices of municipal solid waste management, specifically, the operation and maintenance of landfills, transfer stations, and associated recycling facilities. Knowledge of wastewater treatment systems. Knowledge of landfill gas collection and treatment systems. Ability to direct daily operations at multiple facilities to achieve quality improvement and user satisfaction. Capable of negotiating agreements. Detail-oriented and able to track multiple contracts, permits, and deadlines. Ability to make timely decisions. Thorough knowledge of applicable local, state and federal laws, regulations and standards related to solid waste management. Ability to work with regulators and customers in an effective manner. Ensure the efficient operations of all facilities and provide optimum use of resources to maximize productivity and minimize cost. Working knowledge of heavy earth moving equipment. Ability to develop and manage project and operating budgets. Ability to establish and maintain effective working relationships and to work as a team member.

Physical Requirements:

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

This position requires minimal lifting up to 5 lbs.

This position requires lifting 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 mechanical hazards, chemical hazards, and explosive hazards.

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.