

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** CHIEF OPERATING OFFICER

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER OFFICE

**PURPOSE:** Management work at the executive level, responsible for planning, organizing, and implementing the programs, budget and operations of the Delaware Solid Waste Authority. Work is performed with general direction from a policy setting Board. Position requires practical analysis of problems from technical, administrative, engineering, legal and political viewpoints. Requires capability to organize and coordinate diverse groups and direct policies and programs to meet stated objectives. This position is responsible for the implementation of a comprehensive statewide solid waste management plan and capital improvement program.

## 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 organizes statewide solid waste management policies and programs.
- Recommends long-range organizational policies and goals.
- Directs a staff of technical, professional and clerical personnel in the daily operation of the organization.
- Implements the comprehensive solid waste management plan and capital improvement plan.
- Negotiates current and potential short and long term contracts for design, construction and operations essential to the fiscally sound implementation of the statewide solid waste management plan. Assists in development, reviews and approves content for the organizations 'brand' through platforms such as the Annual Report and company website. Develops and manages specific technical research studies related to current and emerging solid waste management technologies.
- Reports pertinent information to and takes general direction from the DSWA Board of Directors.
- Interacts with represents the organization to the public, elected officials and the regulatory authorities.
- Participates in ongoing professional development through participation on industry boards and solid waste management professional organizations and technical seminars.

### ADDITIONAL DUTIES:

- Reviews and approves employee disciplinary actions as needed. Reviews and approves new hire recommendation. Plans staffing needs.
- Reviews and approves contract invoicing, purchases and requisitions for need, accuracy and compliance with budgetary constraints.

- Performs other duties as assigned.

## QUALIFICATIONS

### **EDUCATION, EXPERIENCE, AND SKILLS:**

Graduation from an accredited college or university with a master's degree in civil, environmental, mechanical, or chemical engineering and ten (10) years of engineering experience, including at least five (5) years' experience in the field of solid waste management.

Such experience shall provide a thorough knowledge of strategic planning, public administration, contract negotiations, and administration with regard to design construction and operation of solid waste treatment, processing and disposal facilities.

Requires the possession of a valid Delaware Professional Engineer's license and specialty certification in solid waste. Board Certified Environmental Engineer, valid driver's license, First Aid and CPR Certification required.

Knowledge of organization's history, purpose and legislative mandate. Knowledge of solid waste management practices and regulations. Knowledge of technical and environmental/civil engineering practices. Knowledge of solid waste management operations and organizational policies and procedures. Ability to communicate effectively orally and in writing. Ability to use technical skills and sound judgment to make regular operational, personnel and policy judgments.

### **RESIDENCY REQUIREMENT:**

The Chief Operating Officer of the Authority shall be a resident of the State of Delaware.

### **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.*