

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

SEPTEMBER 1, 2003

TITLE: CHIEF EXECUTIVE OFFICER

REPORTS TO: BOARD OF DIRECTORS

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE:

Management work at the executive level, planning, organizing, and implementing the programs and operations of the Delaware Solid Waste Authority. Work is performed with general direction from a policy-setting Board. This position requires practical analysis of problems from technical, administrative, engineering, and political viewpoint. It requires capability to coordinate diverse groups and direct policies and programs to meet stated objectives. The Chief Executive Officer is responsible for the planning and implementation of a comprehensive statewide solid waste management program.

JOB DUTIES:

- * Directs planning, developing and organizing the implementation of the programs and operations of the Delaware Solid Waste Authority; recommends the long-range policies and goals of the Authority; plans and directs specific studies and research projects. Responsible for the preparation of the Authority's Annual Report and other reports and publications as required. Approves contracts with local, state, interstate, federal government agencies and private individuals and corporations for the purpose of design, construction, system and facility management, and marketing of products; develops and administers the DSWA budget and performs related work as required. Provides general direction to Chief Operating Officer and the chiefs on DSWA programs and policies.

QUALIFICATIONS:

Graduation from an accredited college or university with at least a master's degree in civil, mechanical, or chemical engineering and ten (10) years' of engineering experience, including at least eight (8) years' experience in the field of solid waste management. Such experience shall have provided a thorough knowledge of public

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administration, contract negotiations and administration with regard to design construction and operation of solid waste facilities.

Requires possession of valid Delaware Professional Engineer's license and specialty certification in solid waste

Residency Requirements:

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

* Denotes essential functions of the job