

# DELAWARE SOLID WASTE AUTHORITY

## JOB DESCRIPTION

OCTOBER 3, 2013

TITLE: CHIEF OPERATING OFFICER

REPORTS TO: CHIEF EXECUTIVE OFFICER

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

### PURPOSE:

Management work at the administrative 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:

- \* Plans, develops, organizes and implements 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. Assists in the preparation of the Authority's Annual Report and generates other reports and publications as required. Directs a staff of technical, financial, professional and clerical personnel in the daily operation of the Authority; negotiates contracts with local, state, interstate, federal government agencies and private individuals and corporations for the purpose of design, construction, operations, system and facility management, and marketing of products; develops and administers the budget of the Authority; performs related work as required.

### QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in civil, 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.

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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.

**RESIDENCY REQUIREMENT:**

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

\* Denotes essential functions of the job