# D E L A W A R E S O L I D W A S T E A U T H O R I T Y

## J O B D E S C R I P T I O N

JUNE 30, 2010

TITLE: FACILITY MANAGER

REPORTS TO: CHIEF OF FACILITIES MANAGEMENT

JOB CLASS: EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: VARIOUS

PURPOSE:

Direct and administer, under minimum supervision, the operation of one or more of DSWA's solid waste facilities.

JOB DUTIES:

* Supervision of DSWA's operating personnel

* Supervision of Contractors' daily operations and performance at the solid waste facilities

* Monitoring contractor's' compliance with contract requirements necessary for day-to-day operations

* Monitoring compliance at all assigned DSWA facilities with respect to permits and regulations

* Developing and completing the technical aspects of DSWA's solid waste facilities including construction and other related duties as assigned

* Coordinating DSWA's operations with other sections with the Authority to assure tonnages and charges at the facilities are properly documented

* Coordinating DSWA's operations with various programs of federal, state, local, and private agencies

* Coordinating work with consultants involved in waste disposal operations hydro geological testing, and construction

* Maintaining public contact in matters dealing with facility(s) operations

* Preparing monthly reports on facility(s) operation including waste quantities and revenues produced

* Recommending and participating in engineering studies and developments for operating facilities

* Developing and recommending policy changes and procedures including submitting required reports

* Assists in developing policies and procedures necessary for the operation of DSWA's facilities

Assists in preparing facility(s) operating budgets

Assists in providing support as necessary to other DSWA facilities statewide

Perform other duties as assigned.

QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in civil, environmental, industrial, mechanical, chemical engineering or other ABET accredited engineering program and six (6) years experience in the environmental field including air and water pollution control of which a minimum of three (3) years experience must be in solid waste management and at least two (2) years experience in administration and supervision. Such required education and experience shall provide the necessary knowledge, abilities and skills to perform the described duties. Training, knowledge and experience of applicable computer software is required.

Possession of a Delaware Professional Engineer's License or obtain license during probationary period. Possession of the Solid Waste Association of North America (SWANA) Manager of Landfill Operations (MOLO) certification or obtain during the first year of employment.

*Denotes essential functions of the job

Note: This is a safety sensitive position and requires drug testing as a condition of employment.