NOTICE OF RECRUITMENT

POSITION OPEN: Director of Solid Waste  
(Position description attached)

SALARY: Administrative, Level 6  
$85,843 - $104,846

POSTING DATE: January 14, 2020

CLOSING DATE: February 14, 2020

REQUIRED ATTACHMENTS: Resume  
Cover letter

TO APPLY: Applications can now be submitted online at:  
Job Opportunities
Position Description: Director of Solid Waste

Service Type: Administrative – Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of solid waste is responsible for the operation, management and administration of the solid waste department as set forth in KPB 2.51.

Minimum Qualifications: Bachelor's degree in civil engineering or environmental field and four years of solid waste related experience, or graduation from an accredited engineering technician or environmental technician school and five years of solid waste/civil engineering related experience (experience may be substituted for the education requirement on a year-for-year basis). Must have knowledge of landfill planning, design and operations; transfer facility planning, design and operations; federal, state and local regulations related to waste disposal; budgetary experience; two years of supervision and personnel management; proficiency with microcomputers; and ability to develop positive and effective interpersonal relationships. An unrestricted, valid Alaska driver’s license is required.

Essential Functions:

1. Responsible for budgeting, planning, development/construction, and operations of borough solid waste programs to ensure that waste is managed in an efficient, effective and environmentally sound manner.

2. Plans, implements and administers solid waste programs including, but not limited to, the hazardous waste collection, recycling, environmental, and litter collection programs; waste/recyclable hauling and transfer; waste site/facility design and construction waste site/facility operations; environmental monitoring and compliance; new program planning and development; solid waste road improvements; and solid waste user fee program.

3. Ensures borough compliance with local, state, and federal solid waste requirements including compilation, submittal and acquisition of solid waste permits and approvals. Oversees borough solid waste safety and environmental programs.

4. Organizes, coordinates, supervises and directs work assignments of borough solid waste personnel, and contract personnel as necessary.

5. Prepares construction, operation, and professional service documents including drawings, estimates, bid documents, contracts, and change orders. Administers contracts to ensure contractor/consultant compliance with the contract documents.

6. Prepares studies and reports. Coordinates, reviews, and approves consultant submitted reports and studies. Maintains extensive records relating to solid waste programs.

7. Represents the borough in dealing with contractors, the general public, local, state, and federal entities. Prepares presentations for, and conducts, public meetings and hearings on solid waste issues. Issues public education materials for waste related programs.

8. Works extensively with other borough departments to coordinate and plan solid waste activities.
9. Prepares solid waste department budgets. Reviews and approves purchase orders, invoicing and change orders. Provides cost estimates for immediate and long term solid waste operations and construction activities as required by state and federal regulations. Updates solid waste estimates on an annual basis.

10. Provides field investigation/inspection for solid waste improvements, operations and construction. Investigates complaints or problems encountered by the public or contractor.

11. Establishes solid waste disposal policies and procedures.

**Other Functions:**

1. Other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.