



# Fairbanks North Star Borough

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Human Resources

HumanResources@fnsb.gov

Main: (907) 459-1202

Fax: (907) 459-1187

**POSITION TITLE:** **Solid Waste Collection District Manager**  
**STATUS:** Regular Full Time  
**SALARY:** Level II  
**FLSA:** Exempt  
**PCN:** PW20802  
**UNION STATUS:** 10 ASEA  
**REPORTS TO:** Solid Waste Manager  
**POSITIONS SUPERVISED:** Solid Waste Code Enforcement Officer, Equipment Operator, Solid Waste Technician, Solid Waste Laborer-Casual

**Closes:** **01/16/2022** **9:00 PM AK**

## **BASIC FUNCTION:**

Under the direction of the Solid Waste Manager, this position is responsible for the operations of the Solid Waste Collection District, including planning and directing all activities in accordance with state/federal/local and other applicable laws, ensuring consistent application of administrative and operational policies, supervising the work and personnel assigned to the Solid Waste Collection District, and collaborating with community groups and agencies. The incumbent will supervise the day-to-day operations of the Solid Waste Collection District and transfer sites. Oversee and manage the Solid Waste Hauling Contract and Solid Waste Collection District Code Enforcement Program. Conduct long term goal planning, financial planning, and implementation.

## **TYPICAL DUTIES:**

1. Provide day to day supervision to assigned staff. Responsible for the overall direction of employees, including but not limited to, hiring, training, discipline, and employee evaluations.
2. Responsible for planning, development, implementation, and presentation of Solid Waste Collection District operations. Make presentations to community groups, public officials, and other groups to explain Solid Waste Transfer Site requirements and operations.
3. Develop, implement, oversee, and manage the Solid Waste Collection District Code Enforcement Program.
4. Manage job performance of contractors and other providers of Borough administered solid waste services, including the Solid Waste Hauling Contract for the transfer sites.



5. Ensure Borough compliance with local, state, and federal solid waste legislation, regulations, and permits.
6. Work with a variety of regulatory agencies, contractors, and facility users to ensure proper collection and disposal practices and procedures.
7. Assist in preparation and management of annual budget, and long-range forecasting for solid waste collection district operations.
8. Research, compile, and prepare staff reports, presentations, and other documentation.
9. Address citizen's comments and complaints related to Solid Waste Collection District operations.
10. Establish and maintain computerized database for code violations, citations, and warnings as necessary.
11. Work with the Borough Attorney on code enforcement matters in litigation, including investigations and case preparation.

**MINIMUM QUALIFICATIONS:**

1. Four (4) years relevant experience in solid waste management, contract management, code enforcement, or related field.
2. Four (4) years of experience in supervising employees, or managing operations or programs preferred.
3. High school diploma or equivalent. Bachelor's degree preferred.
4. Demonstrated knowledge and experience of procurement and contracting procedures.
5. Demonstrated ability to operate a personal computer using a variety of computer programs: MS Word required; MS Excel, MS Publisher, MS PowerPoint, electronic databases, and Adobe Pro preferred. Ability to type at a proficient level. Ability to operate a variety of office machines (copier, scanner, fax, multi-function phone, printers, etc.).
6. Must have and be able to maintain a valid driver's license. Must meet insurance standards and maintain insurability under the Borough's insurance program. If personal automobile is used for Borough business, proof of automobile insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUIRED UPON REQUEST)
7. Must have or be able to obtain forty (40) hours of hazardous material training (HAZWOPER) with current certificate within six (6) months of hire. (Applicants who hold a current 40-hour hazardous material training certificate must attach a copy of their certification to the application.)
8. Must have or be able to obtain Standard First Aid, Adult CPR, and Automated External Defibrillator (AED) certifications, as recognized by the American Red Cross (or

equivalent) within six (6) months of hire. (APPLICANTS WHO HOLD A CURRENT CERTIFICATION MUST PROVIDE ORIGINAL CERTIFICATION AT THE TIME OF INTERVIEW.)

9. Must have or be able to become Solid Waste Association of North America (SWANA) Manager of Landfill Operation (MOLO) certified within six (6) months of hire and maintain certification. (APPLICANTS WHO HOLD A SWANA MOLO CERTIFICATE MUST ATTACH A COPY OF THEIR CERTIFICATES TO THE APPLICATION.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Demonstrated ability to apply technical knowledge and sound judgment to administrative issues and arrive at the most economical and effective solution.
2. Ability to independently interpret, administer, and enforce FNSB Code and prepare recommendations on a variety of situations.
3. Ability to communicate effectively and professionally, both orally and in writing. Ability to make Borough and public presentations.
4. Demonstrated knowledge and management of occupational hazards, environmental hazards, and code violations preferred.
5. Ability to interact with the customers and coworkers in a pleasant, courteous, and firm manner, sometimes under stressful and hostile situations. Ability to practice sound judgment, react quickly, and remain neutral during highly emotional events. Ability to multi-task, remain organized, and work in a fast-paced environment. Ability to de-escalate volatile situations and deal effectively with the public.
6. Ability to develop positive and effective interpersonal relations; effectively supervise subordinates; review and evaluate employee job performance; communicate effectively, orally, and in writing; coordinate program management and implementation.
7. Ability to prepare accurate and concise reports and to present data in an effective manner, both orally and in writing. Ability to work independently, set priorities and organize workload.

### **OTHER**

1. A PROFICIENCY TEST MAY BE ADMINISTERED.
2. This position requires a criminal background check.

### **JOB CONTACTS:**

All levels of Borough management and staff, contractors, consultants and Federal, State and Local government agencies. Public, news media, and community groups.

**JOB RESPONSIBILITY:**

Supervisor responsibilities: participates in new-hire interviews, provides input for employee evaluations, and other applicable employee-related actions; experiences many minor problems daily with an occasional major one, with virtually no supervision, must use own initiative in handling most problems; the consequences of error, carelessness or mistaken judgment require serious effort to recover.

**WORK ENVIRONMENT:**

General Office where conditions are pleasant; while performing field work experiences somewhat disagreeable conditions with major accident probability and undesirable elements or factors; requires only light lifting (1 - 25 lbs.), little if any pushing, or pulling. Tasks are normally performed in a seated or standing position.

This position falls under the Borough's Blood Borne Pathogen (BBP) Exposure Control Program as it is reasonably anticipated that infrequent exposure to blood or other bodily fluids may occur while performing some job duties.

**Application Procedure:**

**Apply Online**

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications can be located at [www.fnsb.gov](http://www.fnsb.gov) by clicking the "Find a Job" button.

For additional information, please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview/selection process, contact the Human Resources Office at (907)459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

**AN EQUAL OPPORTUNITY EMPLOYER**

Updated:11/3/21 mm