



CLASSIFICATION NO. 165
Established: 2/22
FLSA: Exempt
EEO: 2

SUSTAINABILITY AND SOLID WASTE MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize, guide and coordinate the County's efforts to implement sustainable material management practices within the organization and throughout the communities; to plan organize, and guide material management, garbage and recycling collection systems, and implementation of a regional waste plan to ensure program activities support the Board of County Commissioner's resolution and commitment to meet or exceed global targets for mitigating climate change in the County's communities; to recommend Countywide goals and initiatives related to sustainability; to engage and strategize with local partners within the region; to direct supervisory, professional and administrative staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sustainability and Solid Waste Program within the Department of Transportation and Development develops and implements programs and policies that prevent waste and conserve resources, promotes energy efficiency, renewable energy, sustainable food, greenhouse gas reduction, and pollution prevention. The Sustainability and Solid Waste Program oversees the County's garbage and recycling collection system and leads implementation of state and regional materials management plans and requirements. Sustainability is a method of making decisions that will improve the health of the County's economy, community, and environment.

The Sustainability and Solid Waste Manager has responsibility for the Sustainability and Solid Waste program's activities and staff, acts as the primary subject matter expert, advises Management and County officials on major policy topics at the state and regional level and regarding the County's action plan to set the County on a path toward a more ecologically, socially, and economically sound future. The incumbent plans, organizes, and manages programs and policies to further sustainability, recycling, and waste reduction programs within the organization and throughout the community and is responsible to develop and implement goals, strategies, and partnerships in recycling, waste reduction, clean energy, efficient operations, climate change, and sustainability leadership.

The Sustainability and Solid Waste Manager is distinguished from the Sustainability Supervisor which assists in the implementation of countywide sustainability programs, and provides day-to-day supervision of staff responsible for the County's recycling and waste reduction programs and activities and has more internal facing responsibilities whereas the Sustainability Manager's role encompasses the strategic development and oversight of sustainable processes and procedures that support long term impacts Countywide and within the region.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides recommendations and guidance to department and division/program managers on issues affecting sustainability and sustainable business practices; evaluates performance in relation to senior management's strategic performance and planning efforts; conducts policy analysis and review to solve sustainability problems and develops solutions.
2. Initiates and supports partnerships with local and regional governmental entities to develop, promote, and commit to regional sustainability and goals; works with business groups and agencies in the area to promote, develop and maintain sustainable practices and businesses; provides public outreach and education oversight for the County's sustainable practices; provides staff support and direction to citizen advisory boards and internal and external committees; participates in cooperative sustainability projects, boards and committees with other agencies and businesses.
3. Develops, recommends, and implements policies which enhance and promote sustainable infrastructures and systems within the County and in partnership with other agencies and policy makers in the region; provides technical and policy insight and analysis to the Board of County Commissioners on topics related to Sustainability, solid waste, and recycling topics; acts as a resource on the County's climate action plans and processes.
4. Manages the County's solid waste system responsible for administrating, planning, and coordinating the collection franchise system, transfer station franchise; solid waste code and administrative rules; resolves escalated customer service and franchise customer relations issues.
5. Develops, recommends, and implements policies which enhance and promote sustainable infrastructures and systems within the County and in partnership with other agencies and policy makers in the region.
6. Actively works with State and Federal partners to develop and promote legislative measures to support and enhance sustainability and sustainable practices, which may include acquisition of funding for demonstration projects; researches and identifies funding sources which can aid in the transition of demonstration and/or pilot projects into on-going services; identifies and prepares applications for governmental and non-governmental grants to support sustainable approaches to accomplishing critical related functions; participates in grant administration and management as appropriate; identifies cost-saving, life-cycle and/or short to medium-term pay-back approaches that provide economic rationale for implementing sustainability efforts; secures funding for special studies; prepares RFP's and RFQ's; participates in the selection of contractors and consultants; manages contractor and consultant services; ensures conformance to performance and contract standards.
7. Responsible for the development and administration of the program budget; ensures projects are completed within time and budget limitations; evaluates changing needs and priorities.
8. Ensures the program remains current on new technologies and ideas that support a balanced approach addressing triple bottom line of economic benefit, social equity, and

environmental stewardship; conducts outreach, education, and provides technical assistance through oversight of staff working with businesses, schools, multifamily communities, and event recycling.

9. Hires and supervises professional and supervisory staff; plans, organizes, administers, supervises, reviews and evaluates the work of professional, technical and office support staff directly or through subordinate supervisors; analyzes and resolves work problems; provides performance evaluation feedback; recommends and administers progressive discipline; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
10. Provides consultation on disaster debris planning; partners with outside agencies and other County departments on disaster related processes.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Principles and techniques of supervision, program planning, and budgeting; policy development; participative management theories; principles and methods of program evaluation and monitoring; principles and practices of solid waste and waste reduction; applicable Federal, State and local regulations; principles, practices and methods related to energy efficiency, global warming, renewable energy resources, and green building; principles and methods of program and contract administration; techniques of compiling, analyzing and modeling statistical data and supporting computer software; methods of writing reports based on researched and compiled data; and methods and techniques of developing and monitoring grants; FEMA disaster response and recovery processes, procedures, and regulations.

Skill to: Plan, organize, train and oversee the work of staff; understand, interpret, explain and apply sustainability practices, rules, regulations, policies and procedures and applicable local, State and Federal legislation; independently design and develop specialized programs; develop, write and/or recommend policy to various levels of decision makers; analyze and evaluate impacts of program decisions on the organization; conduct long range and strategic planning for program area; analyze local and regional business and economic trends and apply to economic development efforts; analyze and make recommendations on complex management and administrative issues; prepare clear, concise and accurate reports, correspondence and analytical studies; manage and prioritize various work assignments; work toward collaborative and creative problem solving involving sensitive situations and issues; incorporate team participation in decision making; model trust, openness, fairness and respect for all individuals in daily interactions; direct staff in continuous efforts to improve quality, productivity and effectiveness; provide administrative and technical assistance to staff, citizen or other agency or business boards and committees; conduct effective oral presentations; communicate clearly, concisely, and effectively in writing and orally with a variety of cross-cultural audiences; establish and maintain effective working relationships with elected officials and County managers, private sector development interests, oversight committees, other government and agency officials, associations, public interest and community groups/partnerships, business leaders and the public.

Minimum Qualifications

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following

minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of seven (7) years of experience developing, managing, delivering and evaluating sustainability, climate action or recycling programs, which includes at least one (1) year of staff supervision.

Pre-Employment Requirements

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 6/23