



Title:
Solid Waste Manager

Level:
3

FLSA Status:
Exempt

Division:
Solid Waste

Department/Location:
Landfill

Employment Status:
Regular Full Time

SUMMARY

This position is responsible for managing the operation of a regional Transfer Station, Landfill, Composting, and Scale facilities.

RESPONSIBILITIES

- Maintain compliance with all applicable Federal, State and local rules and environmental regulations for all solid waste operations.
- Makes recommendations for special waste analysis and final disposal.
- Act as a liaison to any on site consultants or operators.
- Process purchasing and inventory of all materials, supplies and equipment related to all solid waste operations.
- Oversee safety regulations, customer relations, product delivery, and budget preparation.
- Responsible for managing contaminated soil contracts on the ACUA's behalf.
- Ensure work plans are prepared and communicated to employees at the time of hire and on a regular basis.
- Ensure performance evaluations are completed on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure that employees have the necessary resources needed to be successful within budgetary constraints.
- Establish and maintain positive working relationships with co-workers, supervisors, subordinates, vendors, etc.
- Understand and interpret Authority policies and procedures, and make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the Authority safety policy and practices and make these a critical part of day to day operations.
- Be accountable- submit responses to all requests for information by due date and meet deadlines.
- Be on time for all meetings.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate's Degree. Candidates who possess a HS Diploma or GED along with 7 years' experience in Landfill Operations will be eligible for consideration
- Minimum of 5 years management experience in the Solid Waste industry to include experience in coaching, discipline, team management, and performance review
- Solid Waste Association of North America Certified Manager of Landfill Operations (MOLO) or SWANA Municipal Solid Waste Management Systems Certification. Candidates who do not hold a MOLO certification may be eligible for consideration if they have 7 years' experience in Landfill Operations and obtain the certification within 6 months of position appointment.
- Knowledge of New Jersey Department of Environmental Protection rules and regulations

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and other related applications
- Exceptional leadership, verbal and written communication skills

PREFERRED QUALIFICATIONS

- HAZWOPER 40 Hour Supervisors Training
- Bachelor's Degree



ACUA

Atlantic County Utilities Authority

- Some Construction Background

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 25lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Occasionally ascends/descends ladders. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Must be able to work safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Must be able to work in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee’s Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor’s Signature:</i>	<i>Date:</i>