

<https://www.governmentjobs.com/careers/yolococa/jobs/4088701/landfill-operations-and-waste-reduction-manager>



Landfill Operations and Waste Reduction Manager

Salary

\$116,875.20 - \$142,064.00 Annually

Location

Woodland, CA

Job Type

Full Time

Job Number

2023-00185

Department

Community Services

Division

Integrated Waste Management

Opening Date

09/13/2023

Closing Date

Continuous

Description

Working together to provide excellent service to the community while optimally balancing the challenges of regulatory compliance, environmental protection and cost effectiveness.

[Our Services & Vision \(short video\)](#)

The County of Yolo is recruiting for one regular, full-time position in the class of Landfill Operations and Waste Reduction Manager at the Department of Community Services' Integrated Waste Management Division. This position is located at the Yolo County Central Landfill. The landfill is a seven (7) day per week operation, schedules may include any day of the week and typically includes at least one or both weekend days.

The Position

Under general direction, manages and coordinates the daily operation of the scale house and work of staff involved in the planning, development, implementation, operation and marketing of all programs required by AB 939 regulations, including city-county agreements, contract oversight, recycling, marketing, material recovery, household hazardous waste, source reduction, public education, landfill and transfer stations, and coordinates assigned activities with other divisions, departments, outside agencies, and the general public.

This is a single-position classification in the Integrated Waste division of the Community Services Department and is responsible for the operation of quality assurance, quality improvement and quality compliance aspects of various programs and services provided by the department. The Landfill Operations & Waste Reduction Manager is a second level management level class requiring a high degree of professional skill and knowledge in administering and focusing on community engagement in program development and overall customer service satisfaction with division wide facility programs.

The class of Landfill Operations and Waste Reduction Manager differs from the next lower class of Waste Reduction Recycling Manager in that the Landfill Operations and Waste Reduction Manager assists in overall planning, organizing, coordinating, and directing the work of a major division. The incumbent in this class reports to the Integrated Waste Management Division Director or other higher-level management personnel and spends a significant amount of their time in management and administrative activities related to the operation of the division. The incumbent will operate with considerable autonomy and independent judgment and are responsible for fiscal management, policy development, and establishing division performance goals and objectives.

Interested Applicants

Interested applicants are required to submit an online County of Yolo Employment Application, a completed Supplemental Questionnaire, and verification of education. For important and detailed information regarding the application and selection process

for this recruitment, please see the APPLICATION AND SELECTION PROCESS section of this job announcement below.

Essential Functions

Duties may include, but are not limited to, the following:

- Oversees and manages the operational and customer service areas of the household hazardous waste facility, recycling areas, reuse facility and scale house at the Yolo County Central Landfill and Esparto Convenience Center.
- Establishes policies to support recycling and solid waste attendant staff development
- Participates in the development of the scale house and recycling annual budget; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Implements Strategic Plan Goals by performing a broad range of technical and administrative duties which include environmental and legislative research and recommendations and program analysis.
- Focuses on community engagement in program development and overall customer service satisfaction.
- Oversees Recycling and Disposal Reporting System for all areas of the Division including but not limited to the Landfill, Composting Facilities, C&D Facility and Esparto Transfer Station to ensure division wide congruency with state regulations.
- Ensures compliance with SB 1383 regulations, monitoring and compliance.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; implements improvements.
- Responds to and resolves difficult and sensitive customer inquiries and complaints.
- Prepares analytical and statistical reports on operations and activities.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs affecting the operations and maintenance of the landfill and transfer facility; recommends and administers policies and procedures.
- Supports the Waste Reduction Recycling Manager to ensure compliance, improve efficiency, and increase community awareness of waste reduction and recycling programs.
- Prepares requests for proposals and agreements for consultant services, contract for recycling and household hazardous waste services.
- Attends advisory meetings to report on activities, and makes presentations to community groups; works closely with cities, agencies, other public groups, commercial entities and recycling service providers; and acts as liaison with State and local contractors on waste reduction and recycling matters.
- Performs related duties as assigned.

Employment Standards

Minimum Qualifications

Education: Equivalent to graduation from a four year college or university with a major in physical science, business administration, environmental management, chemistry, biology, industrial hygiene or a closely related field; **AND**

Experience: Six years (6) of full-time, progressively responsible experience in recycling, marketing, and/or solid waste management including at least four (4) years in an administrative or supervisory level in liquid and/or solid non-hazardous or hazardous waste, non-hazardous or hazardous materials programs and/or waste facilities management performing a broad range of technical and administrative duties which may include environmental research and analysis, program analysis, program budgeting, contract administration, recycling programs, or another technical environmental management function; and/or technical and administrative duties such as program analysis and budgeting, contract administration, or another technical environmental management function.

Certification: Successful completion of 40-hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training within the first six months of hire. All certifications must be maintained as required.

License: Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge of:

- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness
- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Applicable federal, state, and local laws, codes, and regulations regarding solid waste reduction, household hazardous waste and recycling programs
- The California Integrated Waste Management Act of 1989
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

Ability to:

- Select, supervise, train, and evaluate staff
- Plan, coordinate, assign, and review the work of subordinate staff
- Investigate and resolve disciplinary issues
- Work independently, prioritize work, coordinate activities and meet critical deadlines
- Monitor and interpret budgets and other financial documents
- Administer contracts with consultants and contractors
- Prepare technical reports, conduct waste audits and make recommendations
- Plan, manage, and complete complex work assignments
- Develop and maintain cooperative, effective working relationships with others
- Communicate clearly and concisely, both verbally and in writing
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Influence and persuade others to accept a particular viewpoint or follow a particular course of action
- Interpret and summarize a variety of data and information, and prepare technical reports
- Exercise discretion and maintain confidentiality of information
- Determine organizational needs and functional changes in order to improve efficiency and effectiveness

Application & Selection Process

It is highly recommended that you print this job bulletin for future reference.

Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position. Application information must be current, concise, and related to the requirements in this job announcement. In addition to a completed application, applicants are required to submit a completed supplemental questionnaire, and verification of education (a copy of an unofficial transcript or diploma is acceptable) for this position at the time of filing an application. **Incomplete applications will be disqualified.**

Selection Procedure

The following is a tentative schedule of events that will occur as part of the selection process.

- Screen for Minimum Qualifications
- Screen for Best Qualified
- Department Selection Interviews
- Reference Checks

- Conditional Job Offer, pending:
 - Pre-Employment Exams:
 - Drug & Alcohol Screen
 - Department of Justice LiveScan
- Confirmed Job Offer
- Estimated Start Date: November 2023

Screening for Best Qualified

The supplemental questions are designed to elicit specific information regarding a candidate's experience, education, and training. Responses should be consistent with the information on your application and are subject to verification. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Resumes or referral to the application or other questionnaire responses will not be accepted in lieu of completing each question. If you have no experience, write "no experience" for the appropriate question. Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated to determine those applicants that are best qualified.

Verification of Education

Acceptable forms of educational documentation are official or unofficial transcripts that list the student's name, institution name, field of study and date the degree was awarded.

For recent graduates who have not received proof of their degree yet, a letter from the registrar's office stating that all requirements for graduation have been met and listing the field of study will be sufficient proof of graduation.

Please do not send originals; copies of the required documents are acceptable. Any submitted documents will not be returned.

All foreign transcripts or diplomas must be in English. If the institution does not provide these documents in English, the applicant will need to provide a translation which has been done by a professional agency. The County of Yolo will accept education as equivalent to U.S. accreditation from Institutions that are listed as members of the International Association of Universities. You may check for your school by visiting the IAU web site (<http://www.iau-aiu.net/content/institutions>).

Applicants who possess a degree or completed coursework that is not from an

accredited college or university, must submit one of the following:

1. A written statement from a U.S. accredited university or college that states that the applicant is qualified for entrance to a program of graduate studies for which a degree in a related field is required.

2. An evaluation of the applicant's degree and coursework equivalency by a private organization that provides foreign credential evaluation services. The evaluation must include a comparison of comparable U.S. courses for content, credit and grade.

Note: Foreign language documents must include a precise word-for-word English translation of all foreign language documents. It is the responsibility of each applicant to prove to the satisfaction of the County that the applicant meets the specific requirements listed on the job announcement for each specific examination. The following is a list of private organizations that provide foreign credential evaluation services. Fees range from \$50 to \$400 per document; processing times vary from 5-20 business days. For further information, please contact the organization(s). The County of Yolo does not endorse these business entities; this list has been developed for informational purposes only.

EDUCATIONAL RECORDS EVALUATION SERVICE

601 University Ave., Suite 127

Sacramento, CA 95825

(916) 921-0790

www.eres.com

FOREIGN EDUCATION DOCUMENT SERVICE

P.O. Box 151739

San Diego, CA 92175

(619) 265-5810

www.documentservice.org

CENTER FOR APPLIED RESEARCH, EVALUATION & EDUCATION, INC.

P.O. Box 18358 Anaheim, CA 92817

(714) 237-9272

www.iescaree.com

GLOBAL SERVICES ASSOCIATES, INC.

409 North Pacific Coast Highway, # 393

Redondo Beach, CA 90277

(310) 828-5709

www.globaleval.org

INTERNATIONAL EDUCATION RESEARCH FOUNDATION CREDENTIALS
EVALUATION SERVICE
P.O. Box 3665
Culver City, CA 90231-3665
(310) 258-9451
www.ierf.org

Contact Information

For questions about the position or about employment with the County, please contact Human Resources by e-mail at jobs@yolocounty.org or by phone at (530) 666-8055.

Equal Employment Opportunity

It is the policy of the County of Yolo to provide equal employment opportunity for all qualified persons, regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. Reasonable testing arrangements may be made to accommodate applicants with disabilities or who are unable to attend a scheduled test due to religious reasons in accordance with the Fair Employment and Housing Act and the Americans with Disabilities Act. Please call the County of Yolo Human Resources Office at (530) 666-8055 at least five (5) business days prior to the scheduled test date to request accommodation. Documentation from a medical doctor, rehabilitation counselor, or other qualified professional will be required.



Yolo County, a place where YOU belong!

The average person spends one third of their life at work. Why not spend that time in an environment where you are seen for who you are, celebrated for the diversity you bring, and valued for your potential to contribute to an innovative and dynamic workforce? Yolo County is committed to creating and sustaining an inclusive and equitable workplace which supports and values our diverse community.

Come join us! This is where YOU belong.

Agency

County of Yolo

Address

625 Court Street, Room 101

Woodland, California, 95695

Phone

(530) 666-8055

Website

<http://www.yolocounty.org>