

# **NOTICE**

## **External Posting**

BRING YOUR DREAMS.



### **POSITION OPENING: Director of Solid Waste Management**

**Status:** Full-time

**Department:** Solid Waste Department

**Opening date:** October 13, 2010

**FLSA Status:** Salary Exempt

**Closing date:** Open until filled

**Grade:** Management

**Salary range:** \$51,399-\$69,389

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**Brief Description of Position/Job Requirements:** Under the direction of the City Manager, administers the City Solid Waste Management Program within the six-county regional service area. Supervises and directs the Landfill and Solid Waste Collection staff in addition to operations of municipal solid waste construction and demolition debris (rubble), hazardous materials, composting, recycling, waste reduction, and other special waste activities. Is responsible for the enforcement of all City Health Ordinances and Codes. Manage City's solid waste collection, recycling, municipal solid waste composting, special wastes and disposal programs. Provides technical and professional direction for Solid Waste operations, including compliance with local, state and federal laws and regulations. Prepares rate studies, long-range plans, and assists in development of City policy on Solid Waste issues. Ensures compliance with policy directives, resolutions and ordinances implemented or enacted by the City Manager and through the South Dakota Codified Laws or federal regulations and guidelines. Develops programs, procedures and practices to promote and ensure the proper and efficient operation of the Solid Waste collection, disposal and recycling functions. Prepares for City Manager action, the annual budgets related to solid waste. Administers and manages the adopted budget through authorization of expenditures and appropriate control measures. Prepares and submits Solid Waste Permits, Groundwater Discharge Permits and Non-Pollution Elimination Discharge Permit Applications, detailed writing of bid specifications, draft ordinances, and other technical documents; and advises policy makers on solid waste issues. Writes, prepares and submits grant and loan applications related to public health and environment, groundwater, landfill gas and research/development studies of solid waste disposal options. Provides staff and technical support for groups and appointed boards to include Board of Health, etc., on issues relating to solid waste collection and disposal. Reviews test results and data of special waste and approves or disapproves the acceptance of such wastes for disposal. Conducts solid waste public education programs and participates on a local, regional, and state level in solid waste related training, policy development and other related activities. Serves as Deputy Health Officer and fulfills all obligations of that position as are referenced in the City of Brookings ordinances and investigates environmental health issues as directed by the City Manager or Board of Health. Performs all other duties as deemed necessary by the City Manager.

**Minimum Qualifications Include:**

1. Bachelor of Science Degree in Engineering or natural sciences or an environmental management field. Five (5) years experience in sanitation, environmental health or hazardous materials, and toxic waste management. A combination of education, experience, and training may be considered in lieu of degree requirement.
2. One (1) year experience in direct supervision of employees and financial management. Demonstrated knowledge of solid waste issues, methods, and processes. Prior experience and working knowledge in Microsoft Office products including Word, Excel and Power Point. Ability to establish and maintain cooperative working relationships with local industries, garbage haulers, and City, county, state, and federal employees. Ability to work outdoors in all types of weather. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.

**Examination, Testing and Certification:**

1. Registered nationally as a Registered Professional Engineer desirable or Registered Environmental Health Specialist.
2. Certification nationally in Management of Landfill Operations by Solid Waste Association of North America (SWANA) within one year from date of hire.
3. Must obtain and possess a valid South Dakota Drivers License with acceptable driving record.

**To apply:** Applications and job description are available at SD Department of Labor – Brookings office, City Hall or on-line at [www.cityofbrookings.org](http://www.cityofbrookings.org). Submit City of Brookings application with resume to SD Department of Labor – Brookings office or Attn: Human Resources Dept., City of Brookings, PO Box 270, Brookings, SD 57006. (Phone) 605/697-8668; (Fax) 605/697-8661. [dlangland@cityofbrookings.org](mailto:dlangland@cityofbrookings.org) Applications must be completed in full or applicant will not be considered for position. AA/EOE

