

GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT

ASSISTANT EXECUTIVE DIRECTOR/ OPERATIONS MANAGER

JOB DESCRIPTION

(FLSA EXEMPT; GRADE 8, STEP 6)

DEFINITION

Position provides organizational wide assistance in management and administration of the Landfill operation. Responsibilities include assisting the Executive Director and Operations manager in administration and operations, including development of long range plans for solid waste management, oversight of daily landfill operations human resource administration and supervision, budgetary and capital management.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists in planning, organizing, directing, and coordinating the activities of the District. Assists with preparation of agenda and back-up information for District Committee meetings.

Assists in the planning and directing landfill operations to ensure all activities comply applicable laws, agreements, leases and/or policies.

Reviews and recommends to the Executive Director general rules, regulations, and administrative policies for the District; directs the preparation and maintenance of necessary records and reports as instructed by the Executive Director and/or Operations Manager.

Inspects field operations and job sites and assists Executive Director and Operations Manager in resolving issues requiring additional technical or managerial assistance.

Assists with preparing and administering the annual District budget, and capital improvement program; makes recommendations to Executive Director for purchase of equipment, staffing levels and improvements of the department.

Assists with procuring solid waste disposal customers for landfill, including negotiating terms, tonnage limits and pricing. Conducts market research on solid waste pricing.

Assists Chief Procurement Officer with overseeing procurement of goods, services, and construction in accordance with applicable laws, policies, and procedures.

Assists in managing projects and professional consultant relationships regarding landfill operations including but not limited to engineering services for solid waste management, future expansion and contract with vendor purchasing landfill gas

Assisting with planning and coordinating education and training programs for employees, including safety-training programs.

Responds to inquiries by the public; disseminates information to organizations and the public regarding District activities, programs, goals, and objectives.

SUPERVISION RECEIVED

Under administrative direction by the Executive Director and Operations Manager, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee assists in the development of departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

JUDGEMENT AND COMPLEXITY

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization. Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, the public, local and state government officials/regulators, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and customer records.

EDUCATION AND EXPERIENCE

Bachelor's degree in engineering (civil/environmental preferred), environmental science, construction management or related field; prior experience managing budgets and personnel, as well as engineering, construction, or environmental projects; Massachusetts Certified Chief Procurement Officer (MCCPO) certification or ability to obtain certification; Equivalent combination of education and experience

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge:

Knowledge of solid waste management; landfill operations, composting and recycling program management; all applicable local, state, and federal solid waste and safety rules and regulations; financial and budget management; local government functions; personnel management principles; management of confidential information.

Abilities:

Establish and maintain effective working relationships with the Executive Director, Operations Manager, subordinates, City and Town officials, vendors, regulators, and the general public; ability to express oneself clearly and concisely both orally and in writing; to speak effectively in public in regard to public works programs; must have and retain Massachusetts driver's license

Skills:

Organizing, directing, and coordinating the activities of the District; highly tactical and has a deep understanding of developing and implementing strategic plans and initiatives; making decisions on matters of major policy and on complex technical and administrative problems; negotiating contracts in best interest of the District; employee supervision, coaching, motivation, and discipline; tact in dealing with general public, vendors, and local and state officials.

WORK ENVIRONMENT

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.