

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	DEPUTY DIRECTOR OF TRANSPORTATION - SOLID WASTE	CLASS CODE: 3028
DEPARTMENT:	TRANSPORTATION	FLSA STATUS: E
REPORTS TO:	TRANSPORTATION DIRECTOR	DATE: 02/00 Rev. 12/06
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under general direction, directs and supervises the operations, budget and staff of the Solid Waste division; provides a variety of technical expertise. The work consists of complex and responsible managerial duties within a major County department.

DISTINGUISHING CHARACTERISTICS:

Deputy Director of Transportation – Solid Waste is a full management classification responsible for the overall function of the Solid Waste Division, including planning, budget preparation, development, and coordination of work within the division. This single-incumbent classification reports directly to the Transportation Director and is expected to play an integral role in the department's management team. This classification is distinguished from the Transportation Director by the latter's overall responsibility for the department. This classification is comparable to other Deputy Directors within the department by the overall responsibility for the functions of the assigned area. Non-engineering duties of other Deputy Directors within the department may be rotated among the department's Deputy Directors, depending upon workload, department and County needs.

SUPERVISION EXERCISED:

The Deputy Director of Transportation – Solid Waste exercises supervision over the Solid Waste Division.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Administers, directs and supervises the operations, activities and staff of the division, including planning and budgeting, preparing and presenting reports to Director of Transportation and Board of Supervisors, investigating complaints, overseeing safety program and administering franchise agreements and service agreements.
- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develops and recommends operating budget for the division annually; monitors and administers approved budget.
- Develops, communicates, and monitors policies, procedures, and standards for the division; recommends improvement when necessary.
- Reviews operating policies, procedures, and techniques to determine effectiveness.
- Confers with management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.
- Participates in, and serves as a member of, a variety of committees and groups.
- Advises Director of Transportation, County Executive Officer and Board of Supervisors on issues concerning division activities and functions.
- Oversees the administration of solid waste franchises.
- Oversees the award, execution and administration of professional service and construction contracts.
- Responds to requests for information from the press and the public.
- Receives customer complaints, investigates, determines appropriate action, and communicates outcome to customers.
- Reviews and approves employee payroll, invoices and claims for purchase.
- Responds to legal counsel's requests for information regarding lawsuits.
- Prepares reports on complex issues for the Board of Supervisors and presents in public meetings.
- Prepares correspondence on projects.
- Contacts and discusses regulations and permits with state and local agencies.
- Oversees implementation and enforcement of County Solid Waste Ordinance.
- Represents the organization at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

- Directs preparation of grant applications.
- Acts as superior, in his/her absence, for temporary period of time.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Environmental Science, Engineering, or a related field; and, six or more years experience related to solid waste management that includes the administration of budget and staff, the development of related policies and procedures, and contract administration experience, preferably within a public agency or, an equivalent combination of training and education.

Substitution: Related experience may be substituted for up to two years of the education at a rate of two years of experience to one year of education.

Licenses and Certifications:

Manager of Landfill Operations (desirable)

Valid State Driver's License

Completion of "Local Enforcement Agency (LEA) Training(s)" such as those offered by California Integrated Waste Management Board or Solid Waste Association of North America and containing 80 to 120 instructional hours, within two years of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of solid waste management and engineering.
- Principles and practices of Public Administration.
- Chemical analysis.
- Principles of geology.
- Principles and practices of contract administration.
- Capital project management.
- Construction methods and equipment.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- All computer applications and hardware related to performance of the essential functions of the job

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understand, interpret and communicate complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Ability to:

- Plan, organize, and direct the work of subordinate staff.
- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Speak effectively before public groups and respond to questions.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.
- Incumbent is on-call twenty-four hours a day, seven days a week.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.