

**HUMBOLDT WASTE MANAGEMENT AUTHORITY**  
**1059 W. HAWTHORNE STREET**  
**EUREKA, CA 95501**  
**(707) 268-8680**  
**www.hwma.net**



**EMPLOYMENT APPLICATION FOR:** Director of Operations

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

**PERSONAL INFORMATION**

1. Name (Last, First Middle)		2. Driver's License (State & Number)	
3. Address (street address)		4. Home Telephone Number	5. Alternate Phone Number
(City, State, Zip)		6. E-mail address	
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes      No	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	2020 _____ 2021 _____ 2022 _____
8. If hired, can you furnish proof that you are over 18 years of age?	Yes      No		13A. Do you have adequate transportation to/from work? 13B. Do you have a valid Driver's License?
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes      No		
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes      No		
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes      No		

14. **Are you prevented from lawfully becoming employed in this country because of visa or immigration status?** Yes      No  
(proof of citizenship or immigration status will be required upon employment)

NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.

15. Use this space to explain any of the above questions. Attach additional 8 1/2" by 11" sheets if needed.

**EDUCATION**

School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School				
College				
Other				



## REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.

No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

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### APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Signature of Applicant (required):

Date:



Approved: July 1, 2020  
FLSA: Exempt

## **JOB DESCRIPTION**

### **Director of Operations**

#### **SUMMARY**

This is a full-time, exempt position with administrative, supervisory, planning and reporting responsibilities. Under broad supervision and direction from the Executive Director, this position assists in the administration and coordination of activities related to HWMA operations and related facility management. The Director of Operations is responsible for management of the Hawthorne Street Transfer Station, and properties owned or leased by the Authority. This position is responsible for overseeing all facets of Operations including the Tip Floor, Recycling, and Diversion activities; assists in the development of project master planning; develops, administers and monitors operational budgets, transportation, solid waste disposal, and diversion related contracts including recycling, and green waste.

The Director of Operations supervises division staff; trains employees, evaluates performance and recommends discipline of employees to the Executive Director. The Director of Operations also facilitates cooperative relationships with the directors of Environmental Health and Safety and Administrative Services, franchise haulers, other agencies; helps plan and coordinate events; and manages facility, and assists with environmental and safety compliance reports related to the operations of the Authority.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Director of Operations reports to the Executive Director and supervises operations, recycling, materials diversion, franchise haulers and contractors. The Director of Operations assists the Executive Director in managing the general operations of the Authority and implementing policies of the Board. The Director of Operations may be assigned to act as Executive Director during his or her absence.

#### **TYPICAL DUTIES**

##### **Operations and Facilities Management**

- Assists in planning, organization and implementation of master plans, projects and contracts.
- Manage procurement and service contracts.
- Supervise facility staff and contractors.
- Assist in the development of construction and maintenance specifications and schedules, including development of a capital improvement plan and projects.
- Assists the Administrative Services Director in the development and management of division budgets
- Assists the Director of Environmental Health and Safety in effectuating environmental and safety compliance.
- Assists the Executive Director in preparing recommendations for the Board of Directors and implementing approved projects and policies.
- Coordinates materials diversion, operations and recycling staff to identify diversion material opportunities which may be salvaged and marketed.

## **HUMBOLDT WASTE**

- Coordinates green waste and organics diversion and processing activities.
- Demonstrate continuous effort to improve operations and ensure safety in the workplace.
- Evaluate employee performance.
- Implement personnel policies.
- Coordinates with the Director of Environmental Health and Safety to keep the emergency management plan up to date, trains and informs Authority staff on emergency management plans and safe work practices.
- Work with the Executive Director and staff to maintain facility compliance documentation and reporting systems.
- Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.
- Evaluate and recommend strategies to incorporate in-house preparation and submittal reports to meet regulatory monitoring and reporting requirements.
- Work with the Administrative Services Director to develop and maintain effective electronic and paper filing systems that comply with program and audit requirements.

### **Other Duties**

- Answer questions from the public regarding Authority functions and policies.
- Recommend equipment purchases.
- Assist in the development and monitoring of the annual operating budget.
- Coordinate with Local and State regulatory agencies.
- Attend Board meetings; and other related events, as requested.
- Participate in recruitment and placement for non-exempt employees.
- Perform all other duties as assigned by the Executive Director.
- Attend and participate in professional groups to track trends and regulations in program related fields.

## **QUALIFICATIONS**

### **Knowledge of**

- Principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
- Methods, tools, and equipment used in waste management operations.
- Integrated Waste Management Act and household hazardous waste regulations.
- Environmental and safety regulations related to the operations of the Authority.
- Relevant codes, policies, and regulations.

### **Skill in**

- Ability to direct the work of others, ability to establish and maintain effective working relationships with employees, other agencies, vendors and general public.
- Ability to work independently and prioritize responsibilities and duties.
- Critical thinking and solutions oriented.
- Ability to prepare and maintain accurate written records and reports.
- Ability to develop and interpret plans, maps, specifications, and manuals.
- Understanding budget preparation and implementation.
- Ability to interpret and apply laws, regulations, policies and procedures.

## **HUMBOLDT WASTE**

- Ability to exercise sound judgment within the constraints of general policy guidelines.
- Strong oral and written communication skills.

### **EXPERIENCE AND EDUCATION**

- A Bachelors, or higher, degree in Engineering, Environmental Science or related field, or a comparable regime of education and experience in solid waste or municipal activities.
- Three years experience in management with at least two years in a supervisory capacity.
- Forty hours hazardous waste training.

### **SPECIAL QUALIFICATIONS AND/OR LICENSES**

- Must have valid California drivers' license.
- Must be willing to respond to emergencies during off-hours as required.