



Approved: July 1, 2020
FLSA: Exempt

JOB DESCRIPTION

Director of Operations
Salary Range \$101,909-\$123,872 plus benefits

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.

HUMBOLDT WASTE

- Coordinates materials diversion, operations and recycling staff to identify diversion material opportunities which may be salvaged and marketed.
- 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.

HUMBOLDT WASTE

- Understanding budget preparation and implementation.
- Ability to interpret and apply laws, regulations, policies and procedures.
- 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.