

## **POSITION DESCRIPTION**

Title: Development and Environmental Director

Department: Solid Waste

Job Analysis Conducted: November, 94 ; Revised 7/95; 11/10/2010; 9/3/2013; January 15, 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Commissioners

Subordinate Staff: Landfill Manager, Administrative Services Director, Records Manager, Route Supervisors and Maintenance Supervisor

Internal Contacts: County Commission, District Attorney, County Engineer, Communication and Information Systems Director, Budget Director, Personnel Director and Deputy Sheriff

External Contacts: Environmental Council, State, Federal and County Agencies, citizens

Status: Appointed Contract/Exempt (AE)

### **Job Summary**

This is a departmental management position with direct responsibility for all areas of environmental management in Baldwin County as well as daily operation of the Subtitle D Landfill, Construction and Demolition Landfills, Transfer Station, Recycling and Composting, and investigation and cleanup of illegal dumps or litter in the County. Provides technical evaluation and assistance to outside agencies and citizens for all areas of the environment. Promotes environmental awareness through education and citizen interaction as well as provides both technical and managerial guidance to the Baldwin County Commission.

### **Job Domains**

#### **A. Management**

1. Supervises the daily work routine of the Landfill Manager, Administrative Services Director, Route Supervisors, Maintenance Supervisor and Records Manager.

2. Monitors work in progress for all technical and supervisory areas of the Environmental Management Department and makes corrections when necessary.
3. Inspects work in progress for all areas of responsibility to ensure compliance with local, State and Federal Regulations, Codes and Permits.
4. Maintains performance records on all Solid Waste employees and recommends to Personnel Director, County Commission and Administrator merit and pay increases based on said records.
5. Develops and maintains an annual budget with revenue projections, capital amortization schedules, etc. to ensure the economic soundness of the Solid Waste Department.

## **B. Planning and Coordination**

1. Plans and schedules projects and activities in all responsible areas approved by the County Commission.
2. Assists and provides both technical and managerial direction to the Environmental Council.
3. Ensures the technical adequacy for all environmental programs and projects approved by the County Commission.
4. Provides technical assistance and guidance for all areas of environmental management for citizens of Baldwin County.
5. Promotes and assists in the education of citizens and other agency officials for environmental programs and projects approved by the County Commission.

## **C. Miscellaneous**

1. Maintains state of the art knowledge, education and training necessary for all areas of the environment.
2. Maintains good public relations with citizens being served.
3. Develop long and short range plans for landfill, recycling and all other environmental issues.

## **Knowledge, Skills and Abilities**

1. Skills to direct and supervise subordinates and deal with the public and handle complaints.
2. Writing and oratorical skills necessary to make reports to the County Commission, County Administrator and the Public.
3. State of the art knowledge of all applicable occupational safety, health, regulatory requirements, codes and permits.
4. Planning and scheduling skills.

## **Other Characteristics**

1. Must work non-standard hours when necessary.
2. Willingness to attend meetings and other work activities after normal working hours.
3. Valid Alabama driver's license.
4. Five years experience in supervision and management of others, including budget responsibilities.

5. Six years of experience in environmental engineering or related engineering or science field.
6. Bachelor of Science Degree in Environmental Engineering or related Engineering or Science Degree or Business Administration Degree or Finance Degree.

Reviewed July, 2009

Approved 1/15/2019 BC Commission Meeting