







## **POSITION DESCRIPTION**

Title: Deputy Development & Environmental Director

Department: Solid Waste

Job Analysis: September 2013, October 2015, September 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Development and Environmental Director

Subordinate Staff: Inmate Supervisor Coordinator, Collections Supervisor, Landfill Supervisor, Transfer Station Supervisor

Internal Contacts: All department employees and division managers; Commissioners; employees of the Commission Office, Budget & Purchasing Department; Accounting, Personnel, Building Maintenance, Legal Department & CIS

External Contacts: General Public, Vendors, Customers, Insurance Companies, SARPC/Mature Staffing, FEMA, State Agencies, Local Municipalities

Status: Classified/Exempt (S321)

### **Job Summary**

Responsible for the detailed operation of all cost centers in the department which includes Solid Waste Collections, Litter Patrol, Magnolia Landfill, MacBride C & D Landfill, Bay Minette Transfer Station, Eastfork C & D Landfill, Redhill Landfill, and Equipment Maintenance. Manages annual budget for the department. Checks the accuracy of Kronos payroll prior to sign off. Reviews time sheets for temporary labor. Supervise the compliance team and help coordinate route audits, dispatch functions, inventory management, and all other compliance functions. Fills in for Development and Environmental Director in the Director's absence.

### **Job Domains**

#### **A. Management**

1. Supervise the daily work routine of subordinate staff.
2. Monitor work in progress for all technical and supervisory areas of the Department and makes corrections when necessary.

3. Inspect work in progress for all areas of responsibility to ensure compliance to State and Federal Regulations, Codes and Permits.
4. Maintain records of Solid Waste employee performance evaluations.
5. Assist the Director with developing and maintaining 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.
2. Assists and provides both technical and managerial recommendations to the Director.
3. Ensures the technical adequacy for all environmental programs and projects approved by the County Commission.
4. Provides technical assistance and guidance for citizens of Baldwin County.

#### C. Miscellaneous

1. Maintains technical knowledge, education and training necessary for all areas of the Department.
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
2. Skills to deal with the public and handle complaints.
3. Writing and oratorical skills necessary to make reports.
4. Knowledge of all applicable occupational safety, health, regulatory requirements, codes and permits.
5. Planning and scheduling skills.

### **Other Characteristics**

1. Must work non regular hours when necessary.

### **Minimum Requirements**

1. Valid driver's license and be insurable by the County's insurance standards.
2. Five (5) years experience in supervision and management of others, including budget responsibilities.
3. Eight (8) years of experience in environmental engineering or related engineering or science or Solid Waste Related field.