



COUNTY OF LASSEN
 JOB DESCRIPTION
 ASSISTANT DIRECTOR OF SOLID WASTE

Class Title:	Assistant Director of Solid Waste	CLASS CODE	
Department:	Public Works/Transportation	UNIT	MM
Reports to:	Director of Public Works/ Transportation	FLSA Status	Exempt
Board Approval	5/9/2023, <u>DRAFT</u>	RANGE	34 + 10% for license or certification

JOB SUMMARY

To fund, plan, operate, administer and maintain solid waste facilities, sites and services, including all mandated costs for planning, waste, diversion, and both closure and post-closure of sites, as well as public education, waste transfer, material recovery, recycling, household hazardous waste programs, and other solid waste programs that are or may be implemented by local, state or federal authorities for which the Lassen Regional Solid Waste Management Authority (LRSWMA) is responsible for.

Provide highly responsible and complex technical and administrative support to the Director of Public Works/Transportation and LRSWMA Board of Directors as assigned.

This position functions as a member of the department's leadership team, providing oversight and direction of the LRSWMA's solid waste responsibilities. Employee exercises direct and indirect supervision over lower level supervisory, technical, operational, and/or clerical staff and responsible for establishing coordination with other departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works/Transportation.

Employee operates with considerable autonomy and independent judgment. Provides oversight and direction of solid waste operations. Exercises direct and indirect supervision over lower level supervisory, technical, operational, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following.

Administers the operation of County-owned and/or operated disposal, transfer and resource recovery stations; coordinates the study, recommendations, acquisition and development of new facilities; plans and oversees the closure of waste cells as they reach capacity; implements landfill operation alternatives to increase cost-efficiency and extend the operating life of the landfill.

Directs and oversees various programs including: water and landfill gas air monitoring and reporting; recycling, household hazardous waste and reuse; diversion reporting; landfill waste disposal and scale house operations; and education, research and grant programs.

Assistant Director of Solid Waste approved 05/09/2023



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ASSISTANT DIRECTOR OF SOLID WASTE

Expands existing, and develops and implements new and innovative projects and programs to increase waste diversion and resource recovery; works with local jurisdictions and private waste companies to increase public awareness about resource recovery and waste diversion activities available in Lassen County.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and recommends appropriate, service and staff levels, and related fees; develops, evaluates and implements operating policies, procedures and standards to ensure successful accomplishment of LRSWMA, goals and objectives.

Coordinates projects with Federal and State and local agencies; oversees public-private partnerships; represents the LRSWMA in meetings with the Board of Supervisors, City of Susanville, local agencies, contractors and public; prepares professional and technical reports and makes written and oral presentations; coordinates related committees and task forces.

Participates in related professional groups and maintains a current knowledge and understanding of solid waste problems and solutions; tracks legislative and regulatory actions that may impact the landfill and the LRSWMA's solid waste and resource recovery programs.

Provides leadership, support, motivation, direction and coaching to staff in the areas of performance management, problem resolution, planning and work assignments; supervises and evaluates the work of supervisory, professional and technical staff, including: hiring and training, assigning and directing work, developing staff skills and appraising employees' performance.

Develops, prepares and monitors the LRSWMA budgets; directs preparation of reports, grants, proposals and contracts; oversees and administers waste agreements and contracts for waste management programs.

Ensures compliance with Federal and State and local laws and regulations; works with LRSWMA Counsel to develop solid waste ordinances and other legal matters; coordinates with other departments and agencies to assure waste haulers, landfill operations and employees and contractors are in compliance with health code requirements; follows, supports and promotes LRSWMA and County policies and procedures regarding safe work practices.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of education and experience that will provide the necessary knowledge, skills and abilities. A typical combination would be, .

Education: Bachelor's degree, or equivalent to, from an accredited college or university in environmental science; business or public policy administration; environmental or civil engineering; project management or closely related field. ~~AND~~

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ASSISTANT DIRECTOR OF SOLID WASTE

Experience: Five (5) years of progressively responsible experience in the planning, organization and direction of a solid waste operation or activity or similarly associated line of work that is considered a public work. A minimum of three (3) years must have been in a management or supervisory capacity.

Licenses and Certifications

Range 34 + 10%: In addition to education above for Range 34, the possession of a current professional association certification or license issued by the State of California in a science or engineering field relevant to solid waste management is eligible for the additional 10% incentive. Final determination is subject to approval by Director of Public Works/Transportation and Personnel Director.

Must possess a valid driver's license issued by the State of California.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of management and organizational development including organizing work, strategic and long-term planning, delegation of authority and accountability.

Administration and personnel management principles.

Fiscal, budget and contract development and management.

Principles, techniques and theories of solid and hazardous waste management.

Principles, practices and markets of the recycling industry.

Environmental impact, laws and regulations, and technology relating to the solid waste industry, particularly refuse disposal.

Economics of solid waste disposal alternatives, including resource recovery programs and disposal.

Ability to:

Lead and coordinate the activities of a complex organization.

Read, analyze and interpret common scientific and technical journals, financial reports and legal documents.

Understand, interpret and apply relevant statutes, ordinances, rules and regulations.

Negotiate and administer contracts, agreements and licenses.

Respond to inquiries and resolve complaints from the public, regulatory agencies or business community.

Communicate effectively in writing and orally to groups and boards.

Define problems, collect data, establish facts, draw valid conclusions and make recommendations.



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ASSISTANT DIRECTOR OF SOLID WASTE

Establish and maintain effective working relationships with co-workers, other county departments and the public.

Personally organize, prepare and present clear, concise and well organized written and oral reports; communicate clearly and concisely, both orally and in writing.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain professional effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs work inside as well as outside in varying weather conditions, and exposed to dust, sun, cold weather, grease, oils, solid waste, green waste, food waste, liquid waste, and unpleasant odors. The employee works around heavy equipment and other moving objects and vehicles, in loud and noisy areas, and performs work on slippery and uneven surfaces. The employee is required to drive vehicles and may operate various pieces of equipment and tools in order to perform the essential functions of the job. The employee frequently is required to sit and use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system. The employee is regularly required to talk or hear.



Class Title:	Heavy Equipment Mechanic	CLASS CODE	RD08
Department:	Public Works	UNIT	LCRW
Reports to:	Heavy Equipment Mechanic Supervisor	FLSA Status	Non Exempt
Board Approval	Revised 8/2004, Revised 11/27/12, DRAFT	RANGE	16

JOB SUMMARY

Repair, service, and perform major and minor repairs to a wide variety of County Automobiles, trucks, tractors, and other ~~power-driven~~ road related equipment. This is the full journey level class in the Heavy Equipment Mechanic series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Mechanic in that the latter may provide lead supervision over maintenance personnel and is responsible for the most complex mechanical maintenance functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Heavy Equipment Mechanic Supervisor, and technical and functional supervision from the Senior Heavy Equipment Mechanic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.

Perform general overhaul and repair work on gasoline and ~~diesel-powered~~ engines such as automobiles, trucks, tractors, and other automotive and mechanical equipment.

Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts and alternators.

Repair cooling, fuel, and exhaust systems; tune engines using standard testing equipment.

Perform preventive maintenance work on vehicles including lubrication and oil changes.

Maintains records on maintenance and repair work performed; may drive equipment as necessary.

Clean and maintain the garage area and equipment.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience performing repair of automobiles, heavy trucks, or other ~~power-driven~~ equipment. Two years of experience as an Equipment Mechanic with Lassen County, or equivalent, is fully qualifying for this position.



Training:

Equivalent to the completion of the twelfth grade supplemented by technical trade courses in diesel mechanical maintenance.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Class A Driver's License with Tank Vehicle and Hazardous Material endorsement, and shall, through the duration of their employment with Lassen County, maintain said license and endorsement. and retain a valid California Class B driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Various mechanical systems of gasoline and diesel engines.

Standard practices, equipment and tools of the automotive and equipment mechanical trade.

Principles and practices of gasoline and diesel engines.

Hazards and safety precautions.

Ability to:

Diagnose and repair a variety of mechanical problems related to gasoline and diesel drive equipment.

Use various hand and ~~power-driven~~power-driven shop tools including welding equipment.

Provide own tools.

Maintain clear and accurate reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and detect odor or smell. The employee frequently is required to walk; climb or balance; stoop, kneel, creep and crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is frequently performed near moving mechanical equipment and in outside weather conditions and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, dust or airborne



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particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is moderate to loud.



Class Title:	Senior Heavy Equipment Mechanic	CLASS CODE	RD09
Department:	Public Works	UNIT	LCRW
Reports to:	Heavy Equipment Mechanic Supervisor	FLSA Status	Non Exempt Non-Exempt
Board Approval	Revised 8/2004, Revised 11/27/12, DRAFT	RANGE	18

JOB SUMMARY

Performs major and minor repairs to County Roads equipment including a wide variety of trucks, tractors, and other ~~power-driven~~~~power-driven~~ equipment; and to assist in the supervision of assigned personnel. This is the advanced journey level class in the Heavy Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of the duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over assigned maintenance personnel, as necessary. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Heavy Equipment Mechanic Supervisor.

May exercise technical and functional supervision over assigned maintenance personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Perform general overhaul and repair work on gasoline and ~~diesel-powered~~~~diesel-powered~~ engines such as automobiles, trucks, tractors, and other heavy automotive and road mechanical equipment. Assign, direct and review the work of assigned maintenance personnel as necessary; may provide input on performance evaluations.

Assist in implementing garage policies and procedures.

Inspect heavy automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.

Maintains records on all maintenance and repair work performed; drive equipment as necessary.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing repair of automobiles, trucks, or heavy ~~power-driven~~~~power-driven~~ equipment.



Training:

Equivalent to the completion of the twelfth grade supplemented by technical trade school courses in heavy equipment repair.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Class A Driver's License with Tank Vehicle and Hazardous Material endorsement, and shall, through the duration of their employment with Lassen County, maintain said license and endorsement. Possession of, or ability to obtain and retain, a valid California Class C driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Various mechanical systems of gasoline and diesel engines.

Standard practices, equipment and tools of the automotive and heavy equipment mechanical trade.

Principles and practices of gasoline and diesel engines and hydraulic system repair.

Hazards and safety precautions.

Assigning and reviewing the work of others.

Ability to:

Troubleshoot, diagnose, and repair a variety of mechanical problems of gasoline and diesel drive equipment.

Use various hand and ~~power-driven~~ shop tools including acetylene and ARC welding equipment.

Provide own tools.

Maintain clear and accurate reports.

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and detect odor or smell. The employee frequently is required to walk; climb or balance; stoop, kneel, creep and crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities



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required of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is frequently performed near moving mechanical equipment and in outside weather conditions and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, dust or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is moderate to loud.