

DEPARTMENT of PUBLIC WORKS

County of Lassen



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BGC1
2023/46

April 28, 2023

TO: Board of Supervisors
FROM: Department of Public Works/Transportation
Agenda Date May 9, 2023
SUBJECT: Revised Job Descriptions

RECOMMENDATION: That the Board of Supervisors approve revised job descriptions for the following two positions: 1) Deputy Director of Public Works/Transportation; 2) Solid Waste Program Coordinator; and approve new job description for Assistant Director of Solid Waste

DISCUSSION: The department of Public Works is revising two job descriptions and creating one new job description as follows.

Assistant Director of Solid Waste – this is a new position that will be responsible for administration of the Lassen Regional Solid Waste Management Authority’s (LRSWMA) duties and operations. This position will report to the Director of Public Works. The position is budgeted in the Solid Waste Budget – Fund 585.

Solid Waste Program Coordinator – this is an existing position that has been revised to expand duties and responsibilities. This position will report to the Assistant Director of Solid Waste. The position is not currently budgeted in the Solid Waste Budget – Fund 585. A solid waste budget revision will be proposed at the next LRSWMA board meeting to include this position in FY 22/23 budget.

Deputy Director of Public Works – this is an existing position with a single revision changing the position from exempt to non-exempt. The position is currently spread over multiple budgets with in the Public Works Department (BU 100-0221 Buildings and Grounds, 100-0222 Parks, 123-1231 Cemetery, 124-1241 Aviation).

The Lassen County Management & Professionals Association has reviewed and approved the new/revised job descriptions.

FINANCIAL IMPACT: Funding is available within the respective budget units.

OTHER AGENCY INVOLVEMENT:

DEPARTMENT APPROVAL: Pete Heimbigner

REVIEWED FOR AGENDA: _____



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	???	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.



COUNTY OF LASSEN
JOB DESCRIPTION
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

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**

Experience: Five (5) years of progressively responsible experience in the planning, organization and direction of a solid waste operation or activity or similarly associated



COUNTY OF LASSEN
JOB DESCRIPTION
ASSISTANT DIRECTOR OF SOLID WASTE

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.

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



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JOB DESCRIPTION
ASSISTANT DIRECTOR OF SOLID WASTE

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.



COUNTY OF LASSEN
JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

CLASS TITLE:	Solid Waste Program Manager	CLASS CODE	???
DEPARTMENT:	Public Works/Transportation	UNIT	MM
REPORTS TO:	Department Head	FLSA STATUS	NON
BOARD APPROVAL	4/2000 Revised 8.2006, Revised: DRAFT	RANGE	22

JOB SUMMARY

To manage, operate, administer, monitor and accounting of programs administered by the Lassen Regional Solid Waste Management Authority.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from Assistant Director of Solid Waste.

Employee operates with considerable autonomy and independent judgment. Provides oversight and direction of solid waste operations as assigned and may include 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.

As directed, assists in 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.

Assist in the preparation and monitoring of budgets including recommendations and forecasting.

Assist and/or prepare and monitor work plans, grants, agreements, contracts and other administrative and fiscal functions, including: determining goals and objectives.

Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.

Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement policies and procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific area of assignment; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on operations and activities.



COUNTY OF LASSEN
JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Monitor and coordinate the daily operations of assigned program area; perform technical duties and fiscal detail work related to assigned area; maintain appropriate records and statistics.

Conduct analyses of a wide range of related program or operational activities; conduct surveys and perform moderately complex research and statistical analyses; prepare related reports.

Compile and/or create materials and prepare reports, manuals and publications.

Coordinate activities with and provide information to outside contractors, service providers and other departments.

Act in a professional manner and use principles of good customer service when dealing with the public.

Provide information to outside contractors and service providers; prepare and publish requests for proposals, bids and prepare contracts.

Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department or agency upon completion of assigned process.

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: Five (5) years of increasingly responsible experience in solid waste, or comparable experience, administration and management. Two years of supervisory experience preferred.

Education: Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

Licenses and Certifications

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



KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations related to solid waste.

Administrative principles and practices, including, project management and goal setting and implementation.

Principles and methods of supervision.

Modern office procedures, methods and computer equipment.

Principles and practices of work safety.

Ability to:

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

Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.

Manage multiple tasks; organize and manage multiple priorities.

Perform a wide variety of administrative duties on behalf of a high level administrator with little or minimal supervision.

Operate computers and related software.

Work independently with little or no supervision.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, and evaluate assigned staff, as necessary.

Analyze situations accurately and develop effective courses of action.

Plan, assign and supervise the work of others.

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. The employee frequently is required to sit and use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel,



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JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

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.

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COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Program Coordinator	CLASS CODE	PR03
DEPARTMENT:	Solid Waste	UNIT	MM
REPORTS TO:	Department Head	FLSA STATUS	NON
BOARD APPROVAL	4/2000 Revised 8.2006, Revised:	RANGE	22

JOB SUMMARY

To plan and coordinate programs administered by the Lassen Regional Solid Waste Management Authority. Administers landfill and transfer stations fee collection and LRSWMA staff assigned to these functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision LRSWMA manager.

Supervises subordinate staff in various locations of the LRSWMA.

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

Perform a wide variety of planning and coordinating activities related to the program.

Represent the program needs under direction from Department Head to various collaborative agencies outside of the LRSWMA. Interact with a variety of high level individuals and governmental agencies to disseminate information, gain cooperation and resolve administrative issues.

Assist and/or prepare and monitor program budget, work plans, grants, and other administrative and fiscal functions, including: determining goals and objectives; reviewing and analyzing project budgets, and billings.

Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.

Recommend policy and develop appropriate procedures for program.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Equivalent to a Bachelor's degree from an accredited college or university in appropriate field.

Three years of responsible administrative experience. One year of experience in specific or closely related program and one year of supervisory experience preferred.

Licenses and Certifications

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including, project management and goal setting and implementation.

Principles and methods of supervision.

Modern office procedures, methods and computer equipment.

COUNTY OF LASSEN
JOB DESCRIPTION

Ability to:

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

Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.

Manage multiple tasks; organize and manage multiple priorities.

Apply Federal and State budget and financial reporting requirements.

Operate computers and related software.

Interpret and apply relevant government codes and laws.

Communicate clearly and concisely, both orally and in writing.

Perform under stress with multiple types of personalities and contacts.

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 talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits to other work areas within the County – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms, to stoop, kneel or crouch. 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 to input and access information from a computer system. Work is normally performed in an office environment with occasional exposure to outdoor temperatures and conditions. May require frequent driving and will require frequent exposure to many people. Work requires occasional exposure to objectionable odors.



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Deputy Director of Public Works/Transportation	CLASS CODE	PW02
Department:	Public Works	UNIT	MM
Reports to:	Director or Assistant Director of Public Works/Transportation	FLSA Status	<u>Non - Exempt</u>
Board Approval	Revised 10/2005/Revised 11/27/12/Revised ???	RANGE	26 +10% for license

JOB SUMMARY

To plan, organize, direct and review the activities and operations of the Public Works/Transportation Department including roads, bridges, buildings & grounds, parks, cemeteries, airports, transportation planning, and emergency services. Coordinate assigned activities with other departments and outside agencies. Provide highly responsible and complex technical and administrative support to the Director or Assistant Director of Public Works/Transportation, County Administrative Officer, and Board of Supervisors, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director or Assistant Director of Public Works/Transportation.

Exercises direct supervision over assigned staff.

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

Assists in the planning, organizing, coordination and direction of programs, activities, and operations of the Public Works/Transportation Department with direct responsibility for facilities including buildings and grounds, cemeteries and parks.

Act as sexton for County maintained cemeteries.

Assist in preparing the Public Works/Transportation Department budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Prepare plans, specifications and estimates for County construction projects; may act as County contract representative and inspector on designated projects; administer various capital project construction contracts.

Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments, and customer service.

Directs department staff in the establishment of operational goals; provides fiscal controls by monitoring purchasing and spending activities. Apply for and implement grant programs.

Directs and supervises the establishment of maintenance program planning and financial evaluation; provides oversight of maintenance techniques, service requests, complaint reviews, corrective recommendations and operational problem solving.

Directs and supervises capital project development, including programming, scoping and design; conducts technical reviews of designs and monitors financial and construction aspects of projects.



As appropriate, brief the Board of Supervisors, advise the County Administrative Officer and/or appointive boards and commissions on projects and long range planning objectives.

**PERFORMS RELATED DUTIES AS 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:

Four years of increasingly responsible experience in directing public works activities or directly related technical experience. One year of supervisory experience in a public works organization preferred.

Training:

Range 26: Equivalent to a Bachelor's degree from an accredited college or university with course work in civil engineering, construction management or scientific/technical field preferred.

Range 26 + 10%: In addition to education above for Range 26 the possession of a current Professional Civil Engineer license for the State of California.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of Public Works operating and capital project management.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of organizational analysis and management

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Safety principles and OSHA rules and regulations regarding transportation, construction, and the Americans with Disabilities Act requirements.

Briefing techniques.

Ability to:

Analyze a wide variety of technical data; prepare and understand technical plans and specifications; review and understand technical reports.

Inspect public works construction and maintenance activities.

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

Gain cooperation through discussion and persuasion.

Assist in preparing and administering a budget.



Interpret and apply County and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain professional 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 talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.