



**Georgetown County
Administrative Services
and Human Resources**

Bertie Carolyn Richardson, HR Supervisor

Personnel

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: POSITION

TO: Qualified Applicants
FROM: Walt Ackerman
Director, Administrative Services
GRADE: 144 Salaried
TITLE: Manager- Environmental Services Division
MINIMUM STARTING SALARY: \$60,820
DEPARTMENT: Environmental Services
DATE: September 13, 2017
CLOSING DATE: Open Until Filled

GENERAL DESCRIPTION OF DUTIES

The Manager of Environmental Services Division is responsible for providing a systematic approach to an integrated solid waste management for Georgetown County, including but not limited to waste reduction, collection, recycling, and disposal systems. Primary responsibility is to reduce, reuse, recycle, and manage waste to protect human health and the natural environment.

The Manager reports to the Director of Public Services.

ESSENTIAL JOB FUNCTIONS

Supervises the Administrative, Recycling/Collections, Environmental and Landfill Disposal staff and exercise general guidance in matters of budget, purchasing, contract management, planning and general operating activities for the County. Ensures all staff and operations are compliant with Federal, State and Local regulatory requirements, guidelines and organizational initiatives.

Under minimal supervision, oversees landfill operations including collection and transferring of solid waste including recyclables from designated convenience centers to integrated landfill facility.

Coordinates landfill construction projects; reviews disposal permits, prepares reports and maintains records.

Evaluates current operations to ensure procedures and policies are being followed while continually examining processes to identify new methods to improve efficiency.

Develops and carries out policies, procedures and programs as related to both daily and long range management of the Landfill.

Manages Household Hazardous Waste and Recycling programs.

Researches, prepares and submits grant applications.

Develops the annual budget within guidelines established by the County. Administers and oversees budgets for all sections: Landfill, Environmental, Collections, and Recycling including Material Recovery Facility and Methane Gas Recovery. Manages revenues, purchases, transfers, grants and all expenditures for the Division. Determines machinery and equipment needs/specifications and ensures that preventative maintenance is performed on a regular basis.

Serves as the administrator of landfill scales computer software system. Inputs and controls new accounts, vehicles, refuse classes, payments and reports, etc. Manages general operation of the information management software system and communicates directly with software technical support and finance department.

Manages landfill staff and consultants to develop realistic contingency programs to address problems and issues affecting the landfills. Works with the Director of Public Services on issues and projects for Environmental Services Division and special projects for the Department in general. Provides technical and management recommendations to the Director to increase the effectiveness of planning, services and the management of the operation.

Coordinates all applicable solid waste management activities within the County's facilities and operations. Oversees work relative to landfill operations, recycling and on-site contractors in the areas of landfill construction and operations, and waste hauling.

Represents the County with the South Carolina Department Health and Environmental Control (SCDHEC) particularly concerning permit modifications, facility compliance inspections, and citizen complaints. Represents the County as a member of statewide groups including the Solid Waste Association of North America, the SC Solid Waste Professional Association and South Carolina Recycling Associations.

Carries out the duties contained in the County Solid Waste Management Plan and Solid Waste Planning and Recycling Act. Investigates and proposes alternative or innovative waste, recycling and energy projects and grants that may become available to the County. Researches and assesses markets and contracts for waste and recycled materials.

Participates in development and updating of department standard operating procedures related to Disaster Debris Removal Plan, Efficiency and Effectiveness Issues, Strategic Planning, Fuel Usage, Capital Replacement Plans, etc.

Attends or conducts staff meetings to exchange information; attends technical or professional seminars or conferences to improve skills.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

A Bachelor of Science degree from an accredited college or university in civil engineering, environmental engineering or related field with minimum of two years related experience preferred. Other equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job may be considered. Required proficiency in operating a computer, calculator, surveying and GPS equipment.

Position requires excellent interpersonal and communication skills with aptitude for planning and financial budgeting. Supervisory experience a plus. Candidate must possess a valid South Carolina State driver's license.

Special requirements include possession of or ability to obtain certification as a Solid Waste Landfill Manager within twelve (12) months of employment and certification as CEPSCI Certified Stormwater Inspector.

**Qualified applicants may apply in writing through the closing date to SC Works, 2704 Highmarket Street, Georgetown, SC 29440 or Human Resources Department, P. O. Box 421270, Georgetown, SC 29442.
E-mail: brichardson@gtcounty.org**