

#9

DEPARTMENT: Personnel

By: Jeffrey G. Green

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RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Approve the elimination of the Solid Waste Coordinator class specification and replace it with the proposed class specification of Solid Waste Manager, set the salary at range 261, and assign the new class to MCMCO. The focus of this new position has changed and will oversee contract operations and be involved in developing policies for the Public Works Department. Because of this change in focus, it would be better suited in the MCMCO bargaining unit (it currently is assigned to SEIU), therefore, this classification will be assigned to MCMCO.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- > Approve the class specification and salary range as proposed.
- > Revise the recommended class specification and salary range as the Board desires and approve.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:  
  
**Solid Waste Manager Class Spec.**

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 02-97 Ord. No. \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: Pickard Abstained: \_\_\_\_\_

Am Approved ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ For Policy Determination

\_\_\_\_\_ Submitted with Comment

\_\_\_\_\_ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_

\_\_\_\_\_

A.O. Initials: [Signature]

MARIPOSA COUNTY

**JOB TITLE:** Solid Waste Manager

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Prepare, amend as necessary, monitor, and coordinate the implementation of the Mariposa County Solid Waste Management Plan including the County-wide solid waste information program dealing with litter control, recycling efforts, waste reduction, and diversion efforts including AB 939 compliance. Assist with regulatory compliance issues including landfill and transfer station permitting. Oversee operation of the County-owned transfer stations. Monitor performance of the franchise solid waste haulers and the contract operator of the landfill. Evaluate, analyze, and recommend for implementation new solid waste legislation, regulation, and technology.

**SUPERVISOR:** Director of Public Works or Assistant Director of Public Works, as assigned

**TYPICAL DUTIES**

- Supervision of operation of the County-owned transfer stations
- Monitor and enforce contract compliance with contract landfill operator
- Monitor and enforce franchise refuse collection and hauling
- With the assistance of the County Auditor, assure fiscal compliance of solid waste contract operators
- Coordinates, and implements all elements of the Mariposa County Solid Waste Management Plan
- Prepare and present material design to educate residents, schools, government, consumers and industry about litter control, energy recovery and resource recovery
- Coordinate the involvement of local service groups in matters of litter cleanup and abatement
- Coordinate departmental activities to carry out agreement with directives from the California Waste Management Board for litter control and enforcement

MARIPOSA: Solid Waste Manager

**TYPICAL DUTIES** (cont'd)

- Monitors solid waste professional service agreements for various activities including composting and recycling operations. Responsible for solid waste contract administration
- Make on-site investigations and responds to public inquiries and complaints regarding litter
- Provide support services for AB939 compliance and transition from a traditional landfill to a compost facility
- Conduct site visits of the County solid waste disposal facilities. Prepare Request for Proposals for various services regarding the landfill and the compost plant
- Prepare annual and quarterly reports as required by the California Integrated Waste Management Board and other state and federal agencies

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- laws, ordinances and regulations applicable to litter control, energy recovery, resource recovery and landfills
- acceptable practices effective in reducing waste, recovering resources, and producing revenue from solid waste recovery of energy
- English grammar, vocabulary, spelling and punctuation
- principles and techniques of establishing and maintaining effective public relations
- techniques of mass communications, public speaking and journalism
- statistical analysis
- composting techniques and practices

MARIPOSA: Solid Waste Manager

**Knowledge of:** (cont'd)

- landfill practices including compaction, gas/water monitoring, cover requirements, vermin control
- standard business practices in the solid waste industry including hauling and disposal
- familiarity with various computer software applications including word processing and spreadsheets

**Ability to:**

- prepare and conduct education programs dealing with litter control, composting, energy recovery and resource recovery
- effectively speak before the public
- use audio visual equipment for presenting educational programs
- prepare and edit articles for publication.
- maintain records and prepare oral and written reports
- establish and maintain effective working relationships with other staff, various agencies, civic organizations, private industry, trade and technical organizations and the public
- advise the Public Works Director and the Board of Supervisors regarding solid waste issues

**Minimum Qualifications**

Graduation from an accredited\* four-year college or university with a degree in business, engineering, environmental or a related field, and two years of experience in State of California regulation compliance in the field of waste management, environmental health, engineering, or biology. Experience in federal waste management regulation compliance is desirable.

Must also possess a valid California driver's license

\*Note: Accredited colleges or universities by one of the six nationally recognized regional accreditation agencies which includes the Western Association of Schools and Colleges (WASC), and/or the Accreditation Board of Engineers and Technology (ABET).