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SOLID WASTE MANAGEMENT

Operations Manager

SALARY: \$80,270.72 to \$88,166.20 annually
Salaried – Exempt Position

HOURS OF WORK: Monday – Friday 8:00 a.m. – 4:30 p.m.

DEPARTMENT: Waste – to – Energy Facility

OPENING DATE: March 4, 2020

CLOSING DATE: March 13, 2020 4:00 p.m.

MINIMUM QUALIFICATION OF EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent
- Previous experience in Waste to Energy Operations
- Possession of a current Minnesota Chief A Steam Engineering license or Minnesota 1A Steam Engineering license with a degree related to power plant technology
- Four (4) years of experience in a technical and administrative capacity, including two years in a supervisory role

NECESSARY QUALIFICATIONS:

- Possession or ability to obtain a Waste Combustor Operators license from the Minnesota Pollution Control Agency
- Possession or ability to obtain a Waste Combustor Examiner's Certificate from the Minnesota Pollution Control Agency
- Possession or ability to obtain a Type II Landfill Operator's Certificate from the Minnesota Pollution Control Agency

NATURE OF WORK:

- Under the administrative supervision of the Executive Director, directs and supervises the overall Operations of the Pope Douglas Solid Waste, Waste-to-Energy (WTE) facility. Work involves the responsibility for directing operations, record keeping, procedures, operator training and environmental compliance of the WTE facilities.
- Report to the Director of the Pope/Douglas Solid Waste Management Board.
- Supervises all operations staff in the WTE

EXAMPLES OF WORK:

- Supervise all WTE personnel assigned to facility
- Generate and maintain personnel work schedules
- Resolve daily operational problems
- Monitor and approve payroll timecards of WTE staff
- Resolve personnel problems of assigned staff
- Establish facility and equipment schedules to meet operational requirements
- Responsible for implementing the plant safety plan and coordinating the tagging authority for plant LOTO.
- Initiate new ideas on improving operation of equipment
- Purchase materials and equipment needed for plant operations
- Responsible for coordination of reporting and operation of CEMS equipment
- Work with a CMMS for the generation of work orders to track maintenance
- Provide budget information for plant operations
- Compile reports for Director as needed
- Performs other related work as required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Considerable knowledge of principles and practices applied to the operation and maintenance of a solid waste resource recovery plant.
- Knowledge of the principles and administration of solid waste disposal services
- Knowledge of the hazards involved in stationary equipment operation and necessary safety precautions
- General knowledge of materials handling equipment
- Ability to evaluate the economics of various aspects of the WTE plant as to cost effectiveness
- Ability to establish effective working relationships with supervisors, subordinates, other departments, and the public.
- Ability to plan, lay out, schedule, assign, and inspect the work of the solid waste plant personnel; working ability to maintain records and prepare reports
- Skilled in the operation of solid waste resources recovery plant related to heavy equipment and machinery; considerable skill in planning, assigning and supervising the work of staff
- Ability to maintain an effective staff. Participate in the selection of employees, provide for proper training and ensure effective supervision of all subordinates
- Ability to provide budget input and control expenditures.
- Knowledge of the hazards involved in processing solid waste and ability to implement appropriate safety standards. Specifically, the position must be aware of the hazards of solid waste, combustor ash and air quality.
- Perform other administrative tasks as assigned by the Executive Director and the Board.

PHYSICAL REQUIREMENTS:

- Must be able to lift 50 pounds
- Must be able to climb ladders and steps
- Must be able to withstand extreme temperatures
- Must be able to wear a respirator
- Must be able to work in confined space areas

This description is intended to describe the kind of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.