



Solid Waste Commission Director

Carroll County Solid Waste Management Commission (Commission) was formed under Iowa Code 28E as an intergovernmental agency in 1971. The Commission serves all of Carroll County and contracts with Buena Vista, Crawford, Guthrie, Sac and Shelby Counties and other communities to provide solid waste disposal and recycling processing services. The Commission is a highly regarded solid waste management system in Iowa and beyond.

The Commission's goals are:

- Operate cost-effective solid waste management facilities.
- Operate environmentally-sound solid waste management facilities.
- To comply with Federal and State solid waste management regulations for operating Commission facilities, including compliance with waste management hierarchy.
 - Source reduction
 - Recycling
 - Incineration with energy recovery
 - Incineration for volume reduction
 - State-of-the-art landfill
- To educate the users of the Commission's facilities about proper solid waste management.

Solid Waste Commission Director Job Description:

Reports to: Carroll County Solid Waste Management Commission Board of Directors

General summary:

Under the direction of the Carroll County Solid Waste Management Commission (Commission), the Director has the primary responsibility to ensure that all facets of the operations are running smoothly. The Director is responsible for planning, directing, managing, and overseeing the operational, financial, and personnel activities of all Commission programs, services, and activities. This position will be responsible for administering, recording, and documenting Commission programs, services, and compliance activities.

Summary of General duties and responsibilities:

- Manage all Commission activities, programs, services and collaborating with staff, consultants, contractors, and regulators to maintain compliance with state and federal regulations.
- Manage all staff
- Develop and present Commission operational reports at monthly and annual Commission meetings.
- Update and present the life cycle analysis on a regular basis or as requested by the board of directors.

Essential duties and responsibilities:

General duties:

- Represent the Commission in meetings with cities, Association members, contracted disposal partners, County representatives, IDNR, contractors and consultants.
- Implement and manage programs administered by the Commission.
- Perform other duties as needed including scale operation, sorting, and mobile hazardous waste events.
- Respond to business and citizen inquiries regarding Commission programs and services.
- Oversee the development, implementation, and management of public education programs.
- Receive and review inquiries, complaints, and comments, and initiate appropriate actions.
- Serve as a liaison between the Commission and Commission stakeholders.

Operations Management and Planning:

- Provide technical, management, and administrative advice to the board of directors.
- Evaluate, review, plan, and initiate changes to Commission programs and services.
- Review, recommend, and work with private consultants/engineers and contractors on solid waste management, recycling operations, landfilling, storm water management, hazardous waste management, airspace capacity and water quality.
- Update the strategic plan every three years to provide a 10-year projection on
 - Materials managed
 - Airspace consumption
 - DNR tonnage fee calculations
 - Tipping fees
 - Revenues

- Expenses
- Capital projects
- Equipment replacement
- Financial assurance (closure/post closure)
- Expansion account
- Facilitate long-term planning with the board.
- Coordinate bidding and request for proposal services for cell construction, equipment, services, and materials.
- Manage agreements for acceptance of special waste materials
- Review and update financial assurance, Closure and Post Closure plans, and funding mechanism.

Environmental compliance:

- Accountable for completion of all required testing and monitoring as required by the IDNR and ensure compliance with local, county, state, and federal regulations.

Commission Board Meetings:

- Develop agenda for monthly and annual meetings.
- Present monthly financial report, provide update on projects, staffing, and other pertinent information.

Personnel Management:

- Plan, coordinate, and supervise the activities and performance of solid waste department.
- Lead on management and human resource activities related to all employees.
- Work with executive board to recommend personnel actions that include, but are not limited to the following: hiring, suspension, promotion, discharge, discipline, and direction of work.

Skills and abilities:

- Ability to communicate effectively and proactively with stakeholders.
- Technology proficient; including Microsoft Office Suite and the capability to learn the scale software.
- Establish and maintain working relationships with staff, stakeholders, board members, Association members, recycling and disposal partners, customers, vendors, and state and federal staff.
- Maintain composure in administration and management situations.

- Work well with others; ability and willingness to follow rules and procedures and follow directives from the board of directors.
- Drive for continuous improvement.

Minimum requirements:

- Preferred five years' experience in a solid waste or similar management role including accounting, investments, partnerships and staff supervision or equivalent combination of education and experience.
- Must maintain a valid Iowa Driver's License and remain insurable and provide proof of insurance coverage.
- Must possess an Associate's degree; Bachelor's degree highly recommended.
- Must obtain an Iowa Landfill Operators Certification and 24-hour Hazardous Material training within 12 months of employment.
- Must obtain SWANA Certification in Manager of Landfill Operations (MOLO) class within three years.

Carroll County Solid Waste Management Commission is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Qualified candidates are encouraged to submit a resume along with salary expectations to Grace Rhys Executive Search, LLC via email: Courtney.lemasney@gmail.com