



Employment Opportunity

Bureau Chief - Bureau of Solid Waste

\$71,282 ~ \$75,005 Hiring Range

Exempt Position ~ 40 hours weekly with full benefit package

Apply By: Tuesday, October 29, 2019 @ 5:00 p.m.

(Salary commensurate with experience)

Applications will be processed as they are received

GENERAL RESPONSIBILITIES Manages the overall operations, direction, coordination and evaluation of the Bureau. Oversees and manages activities of employees engaged in solid waste landfill and recycling management in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Develop and administer the solid waste management program, including solid waste collection, sewage sludge, leachate, recycling, landfills, compost, mulch, and monitoring closed landfills
3. Develop short and long-term goals/objectives, policies, programs, and procedures
4. Monitor and analyze data for County waste flows and processes to determine trends and make recommendations for program improvements
5. Act as liaison with the Maryland Department of the Environment (MDE) and Maryland Environmental Services (MES)
6. Develop and manage Bureau budget and resources
7. Determine work procedures, prepare work schedules, and expedite workflow
8. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
9. Research and analyze the solid waste industry to project trends and identify appropriate marketing strategies for solid waste resources
10. Address errors and complaints
11. Promote cost effective recycling and reuse programs to provide alternatives to conventional waste disposal
12. Develop and administer procedures for emergency situations
13. Report to work outside of normal working hours to direct emergency operations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Civil or Environmental Engineering, Solid Waste Management, Environmental Sciences, or related field
2. Six years engineering or solid waste management experience; three years supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Registration as a Professional Engineer (Maryland) preferred

A Carroll County Government job application is required for this position

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 10/1/19
(19-52)

Carroll County is an equal opportunity employer