



## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Invites your interest in the position of:*

### **SITE OPERATIONS & FACILITIES MANAGER**

\$104,700 / \$133,620 Annually (6 steps)

Join our team of professionals who are committed to making a positive impact on the environment and experience a challenging and rewarding career!

The Site Operations & Facilities Manager, plans, directs, supports and monitors scales operations, landfill operations, landfill gas collection/delivery systems, and site and facilities maintenance; performs a variety of administrative and technical tasks relative to assigned departments; provides technical assistance to the department director. Responsibilities also include performing administrative and technical tasks and special projects as delegated by the Director of Operations.

#### **SUMMARY OF QUALIFICATIONS AND RESPONSIBILITIES:**

- Plan, prioritize, assign, and supervise, the work of staff responsible for landfill, scales, site and facilities maintenance operations.
- Set annual goals and objectives for staff. Perform annual performance appraisals and staff coaching as needed and identify training needs.
- Establish schedules and methods for providing facility maintenance services; allocate resources accordingly.
- Make recommendations for changes and improvements to existing standards, policies, and procedures.
- Ensure operations are aligned with organizational goals and regulatory compliance requirements.
- Monitor contract administration and projects.
- Ensure proper operations compliance with health and safety codes.
- Provide direction for efficient operation of landfill systems including liners, gas collection, destruction systems, drainage structures, ground water and landfill gas probes and sampling wells, leachate collection, storage and removal and re-injection system.
- Participate in the preparation/administration of the budget for assigned departments.
- Develop and organize preventative maintenance and safety inspection programs for all facilities.
- Coordinate construction projects, remodels, and other special projects.
- Performs a variety of tasks related to the efficient operation of assigned departments as delegated by the Director of Operations.
- Knowledge of methods, equipment, procedures, and practices used in the operation and maintenance of a Solid Waste Management Facility.
- Knowledge of applicable County, State, and Federal laws, codes and ordinances related to the proper operation of a waste management facility.
- Knowledge of methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Knowledge of field and laboratory water and soil testing procedures; Leachate and groundwater system operations and maintenance; groundwater control, storm water run-off and related systems.
- Operation of computerized scale and fee computation equipment.
- Principles and practices of safety and risk management.

#### **SUMMARY OF EDUCATION, TRAINING AND EXPERIENCE:**

##### **Education and Experience:**

Five (5) years of varied and responsible experience in public works maintenance, facilities maintenance, construction, and landfill operations and management experience, including at least three (3) years in a supervisory capacity. Previous experience working with solid waste management and landfill functions is highly desirable. Bachelor's degree desired.

##### **Licenses and Other Special Requirements:**

- Possession of a current California Driver's License issued by the State Department of Motor Vehicles. Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.
- Possession of a SWANA (Solid Waste Association of North America) Recycling, Transfer station Program Manager and Manager of Landfill Operations Certificate.

The full job description and District application can be found at [www.mrwmd.org](http://www.mrwmd.org). MRWMD offers an excellent benefits package and is an equal opportunity employer. Veterans and minorities are encouraged to apply.

**TO APPLY:** Submit District application AND resume by email: [HR@mrwmd.org](mailto:HR@mrwmd.org) or regular mail: MRWMD PO Box 1670, Marina, CA 93933. Application deadline: **Open Until Filled.**