

THE COUNTY OF STANISLAUS



Department of Environmental Resources

Landfill Manager (Manager III)

\$73,382.40—\$110,073.60 Annually

Apply by August 14, 2020

Interviews are tentatively scheduled for the week of August 17, 2020

Landfill Manager (Manager III)

The County of Stanislaus, Department of Environmental Resources invites resumes from qualified candidates for Landfill Manager to fill a vacancy.

ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.48 billion and 4,520 full-time positions within 27 agencies and departments.

ABOUT THE DEPARTMENT

The Department of Environmental Resources (DER) has a total of eight (8) service areas which include Administration, Environmental Health, Code Enforcement, Solid Waste, Hazardous Materials, Landfill, Groundwater Management, and Milk and Dairy. The Department has 105 full-time employees, with a Fiscal Year 2020-2021 total budget of nearly \$35 million.



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THE POSITION

Under administrative oversight by the Assistant Director of the Department of Environmental Resources, the Manager III will plan, organize and direct the activities of the Landfill Division in the Environmental Resources Department. As a management employee, the individual selected shall be exempt from all overtime compensation. Certain additional fringe benefits are provided to management employees in recognition of the fact the additional hours worked by management beyond the 40-hour workweek are not compensated.

TYPICAL DUTIES AND RESPONSIBILITIES

- Provide leadership in developing and obtaining a commitment in accomplishing the goals and objectives which support the mission of the Department;
- Work effectively, diplomatically, and successfully with various County departments, governmental agencies, citizens groups and the public;
- Prepare budgets and develop and manage plans and resources to accomplish the goals and objectives of the division; Perform, complete and oversee a wide range of complex assignments and projects relating to Landfill issues;
- Analyze and interpret laws and regulations, and influence reforms in public policy and program operations; Ensure compliance with state, federal, and local environmental policies, regulations and directives;
- Analyze and evaluate program operations and work in collaboration with other employees, professionals and the general public to eliminate duplication and design effective environmental management systems;
- Provide technical and administrative policy guidance and direction to Division personnel;
- Represent the Department at meetings and conferences with representatives of state and

federal agencies, local public and private agencies, community groups/individuals and the media regarding policy and operations matters as directed by the Assistant Director;

- Plan, organize, direct and coordinate, through subordinate staff, the administration of a Division of the Department;
- Manage personnel issues, including supervision, recruitment, disciplinary actions and evaluations;
- Analyze and develop necessary policies and procedures relating to the activities of a diversified staff;
- Meet regularly with Division staff to provide direction and ensure goals and objectives are being met;
- Develop outcome measures for the programs and personnel within the Division;
- Develop partnerships and innovative integrated approaches to service delivery;
- Participate in the development of the strategic plan, goals, objectives, policies, and procedures and to formulate specific plans for their implementation; **and**
- Prepares records, reports, requests for bids/proposals, staff reports for the Board of Supervisors, presentations and correspondence.

Minimum Qualifications (Knowledge, Skills, Abilities, Education and Experience)

KNOWLEDGE

- Federal, State and local laws governing Environmental Resources/Landfill Operations;
- Principles of administration, supervision and personnel management;
- Methods of effective public relations;
- Principles, methods and techniques of effective employee development, training and motivation; and
- Budget documents and Division budget preparation and monitoring.

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SKILLS/ABILITIES

- Establish and maintain cooperative working relationships with groups and organizations, employees and officials;
- Work with county, State, Federal and local government officials in the establishment of coordinated and effective programs and services;
- Delegate responsibility and authority effectively;
- Effectively handle all aspects of personnel related matters; and
- Multi-cultural skills, knowledge and experience.

EDUCATION & EXPERIENCE

- Possess a bachelor's degree with major course in Business or Public Administration, Engineering, Environmental Sciences, or a closely related field. Progressively responsible experience may be substituted for education requirements on a year-for-year basis;

AND

- Possess three (3) years of management or supervisory level experience with at least one year of public sector management or supervisory experience in Business Administration Management, Engineering, Environmental Sciences, Solid Waste Management, or closely related field.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

- Project management experience;

OR

- Heavy equipment operation;

OR

- Certification as a Manager of Landfill Operations.

Proof of Education or other required attachments must be scanned and attached to the online application or faxed to (209) 544-6226 or call 209-525-6341 to make other arrangements.

BENEFITS PACKAGE

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.5% of base salary;
- Two weeks annual vacation upon entering County service;
- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- \$900 annual Professional Development reimbursement;
- Car allowance;
- Moving allowance;
- Disability protection;
- Optional participation in Flexible Spending Account programs;
- Optional Supplemental Life & AD&D insurance plans; and
- Employee Assistance Program.

Details available upon request.



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CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered 'at-will' and is designated Management for labor relations purposes. Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form. <http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening *if applicable and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Office within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.

clubwellness

The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to www.myclubwellness.org

