

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: BUILDING SUPERINTENDENT / SOLID WASTE DIRECTOR PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Performs complex duties supervising and exercising direct administrative and management responsibilities for the County Public Works Facilities Management, Solid Waste / Recycling Department, Mosquito Control, and Public Beach Facilities. Work involves preparing and administering departmental budgets, administering and managing contractual services, significant accountability for planning, program development and implementation, and supervising and evaluating employees within the departments in accordance with federal, state and local environmental laws and regulations. Work requires considerable independent judgment. Individual in this capacity is on call 24 hours per day, 7 days per week. Reports to the County Engineer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, supervises, coordinates and implements the management of the County's Public Works Department, Solid Waste/Recycling, Mosquito Control, Public Beach Facilities with Contract Administration and Capital Improvements pertaining to the aforementioned programs; identifies, negotiates and selects organizations to provide services to the County; recommends any changes to the County Manager.

Acts as a liaison between other departments and the County Manager; directs department supervisors in policy and procedures established by the County Manager.

Develops, implements and manages annual budgets for Public Works, Solid Waste/Recycling, Public Beach Facilities, Court Facilities and Mosquito Control.

Prioritize daily workload and assign proper resources to accomplish tasks.

Monitors Department activities to determine problems and needs, and recommends solutions.

Maintains current knowledge of legislative trends and developments in the industry for application to regulatory compliant solid waste operations.

Oversees transfer station operation and contract to ensure compliance with NC DENR.

Enforces the Solid Waste Ordinance.

Interviews applicants and makes recommendation for hiring. Review work of subordinates through reports, periodic conferences, results of directives and annual evaluations.

Reviews and formulates bid specifications and requests for proposals.

Oversees and administers contracted services operations and ensures compliance with contract specifications.

Conducts or directs the completion of special projects as assigned by the County Manager.

Develops solid waste collection and recycling programs, applies for grant funding, implements programs as funding is secured.

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Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials and work conditions are adequately maintained to prevent accidents.

Prepares schedule for the public works department and community service workers; verifies and authorizes time sheets.

Conducts surplus auction, vehicle title transfers and reconciliation of funds collected.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person, by telephone contact and electronic means.

SUPERVISION

Direct supervision over a number of individuals, including supervisory and indirect supervision over other individuals. Includes assigning, directing, evaluating and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration, planning or related field, and three to five years of experience in management, preferably related to public works; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid North Carolina driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls

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requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Personal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern techniques and methods used in the development and operation of Public Works and Solid Waste programs.

Thorough knowledge of federal, state and local laws, rules, regulations and ordinances.

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Considerable knowledge of the current literature, trends, and developments of County operations within various departments.

Considerable knowledge of the principles and practices used in public speaking and making presentations.

Ability to deal tactfully and courteously with business and industrial officials and the general public.

Ability to promote and educate the public with concerns.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to supervise employees in a manner conducive to full performance and high morale.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.