



OREGON

SOLID WASTE DIVISION MANAGER

\$68,889 - \$98,467

Plus Excellent Benefits

Apply By

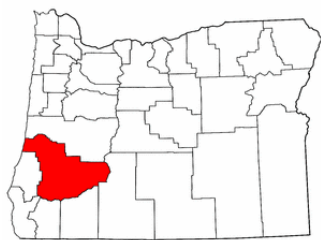
May 26, 2019

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?



Located in scenic Southwestern Oregon, Douglas County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities

provided by the County's four distinct seasons. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France, where Fall is pleasant and crisp, Winter is cool without much freezing, and Spring and Summer are vibrant and warm. Douglas County's county seat, Roseburg, is conveniently located on Interstate 5, roughly 67 miles south of Eugene and 96 miles north of Medford. Centrally located to camping, fishing, the high Cascades and Crater Lake, the beautiful Oregon coast, and the world-famous Wildlife Safari, activities in the area range from white water rafting to just plain relaxing. If you are an experienced solid waste professional looking to work with a team of dedicated staff to provide excellent services, this is the right position for you!

THE COMMUNITY

Douglas County covers 5,134 square miles and is one of two Oregon counties that extend from the Pacific Ocean to the Cascade Mountain Range. Known for its temperate climate, the County is home to over 50 parks ranging from large facilities with overnight camping, to small boat launching access points, and is often referred to as the "banana belt" of Oregon. Outdoor recreational activities are plentiful and include rafting and fishing on the world-famous Umpqua River, hiking on an extensive network of trails, biking next to vineyards, cross country skiing, snowmobiling, and exploring the beaches of the Pacific Ocean. Douglas County's 110,000 residents enjoy a quiet rural lifestyle, while only being a short distance from airports, shopping and cultural activities in Eugene and Portland. Roseburg, the County seat, is the hub of many popular local events including the Douglas County Fair, a community theater, American Legion baseball, a free summer music concert series, and multiple parades. Roseburg is also home to first class medical facilities in Mercy Medical Center and the Roseburg Veterans Administration Health Care System.

The Douglas County economy is driven by the nearly 1.8 million acres of commercial forest lands contained within the County, resulting in approximately 25% of Douglas County's labor force being employed in the forest products industry which includes numerous sawmills and veneer plants, as well as one pulp and one particle board plant, and numerous shingle, shake, pole and other wood products plants. Agriculture is also an important factor in the economy with field crops, orchards, and livestock included as major products. Top employers in the County include Roseburg Forest Products, Mercy Medical Center, Swanson Group Aviation, Seven Feathers Hotel & Casino, and Umpqua Bank.



THE COUNTY

Douglas County was incorporated in January 1852 and is governed by a three-member Board of County Commissioners serving four-year overlapping terms. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions, and committees, and overseeing the operation of County departments with appointed department heads.

County Departments include: Assessor, Building, Building Facilities, Clerk, District Attorney, 911, Fairgrounds & Speedway, Human Resources, IT, Justice Courts, Juvenile, Management & Finance, Museum, Parks, Planning, Public Works, Salmon Harbor, Sheriff, Surveyor, Treasurer, and Veterans Services. Douglas County employs 538 FTEs and operates on a 2019 adopted budget of \$118,670,114.



THE DEPARTMENT

The Public Works Department is responsible for over 1,300 miles of County-Maintained Roadway, 306 County-Maintained Highway Bridges, Galesville and Berry Creek Dams, the County Landfill, and 11 waste Transfer Stations. The Department consists of six divisions including Administration, Solid Waste, Engineering, Natural Resources, and Operations and Maintenance.

The Solid Waste Division is responsible for operating and maintaining the County landfill and 11 solid waste transfer stations. Specific responsibilities include solid waste operations, recycling and waste reduction. The Solid Waste Division operates on a budget of \$6.5 million and has 31.25 FTEs.

THE POSITION

Working under the direction of the Public Works Director, the Solid Waste Division Manager serves as the manager of the Douglas County Public Works Solid Waste Division. The Division Manager is responsible for the planning, management and coordination of the Solid Waste Program for Douglas County, and provides expert and technical waste management advice to the Public Works Director and Board of Commissioners.

The Division Manager also assesses program needs then develops, directs, coordinates and evaluates plans and programs, establishes and interprets policy and procedure, develops and monitors division budget, and supervises support staff. This position is responsible for supervising employees who are represented in a labor union.

Other responsibilities include:

- Develop short- and long-range goals and objectives of the solid waste program and prepare and monitor division budget.
- Establish, interpret and evaluate policy and procedure.
- Supervise support staff and offer technical assistance as needed.
- Ensure programs follow County policies and Federal and State regulations.
- Assume accountability for work performed within the division, and lead in selection and training of division personnel and evaluation of the solid waste program.
- Represent the division's activities and programs to the community and regulatory agencies.
- Assure citizen complaints related to division activity are properly resolved and interpret policy and procedure to the public.
- Provide project review. Coordinate with other department staff, contractors and vendors regarding scheduling and cost estimates.
- Order and account for program materials, monitoring fiscal expenditures and revenues, and maintain accurate records of materials, costs, equipment and inspections.
- Evaluate condition of equipment with supervisors and recommend repair or replacement.

OPPORTUNITIES & CHALLENGES

- Develop ideas for making the Solid Waste Division a self-supporting operation through innovative cost cutting and/or revenue enhancing programs.
- Continued partnership with Regulatory Agencies to meet their requirements.
- Build partnerships with communities and the franchises that support the collections in those communities.

IDEAL CANDIDATE PROFILE

Education and Experience:

Eight years of progressively responsible work experience in waste management on a large scale, including three years of direct management experience is required. Coursework or experience in civil engineering and construction technology, and MOLO certification are preferred. Candidates must possess a current and valid Oregon State Driver's license or be able to obtain one by time of appointment.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of the materials, methods, equipment and techniques used in landfill and transfer site operations and maintenance, including knowledge of all solid waste equipment.
- Knowledge of applicable Federal, State and Local laws, codes and regulations, and safety rules pertaining to solid waste operations.
- Considerable knowledge of the principles, methods and techniques of effective administration including personnel management and fiscal management to develop, implement and evaluate programs.
- Experience with cost accounting, purchasing and budgeting procedures, computers and related software applications.
- Skill in monitoring and evaluating employees, delegating and prioritizing work, preparation and presentation of reports and information, and developing, implementing and applying policies and procedures.
- Experience preparing and administering budgets and analyzing processes and making recommendations for improvement.
- Ability to communicate effectively in both oral and written forms.
- Ability to make decisions independently in accordance with established policies and procedures, establish new policies when applicable, and use initiative and judgment in completing tasks and responsibilities.
- Experience utilizing problem identification and resolution techniques, and establishing and maintaining records, reports and statistical data.
- Demonstrated ability to courteously meet and deal effectively with employees, Board of Commissioners, department heads, public agencies, other agencies, committees, vendors, contractors and the public.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

**COMPENSATION & BENEFITS**

- **\$68,889 - \$98,467 DOQ**
- Full-family Medical, Dental, and Vision Insurance
- County-paid life, accidental death & disability and long-term disability coverage
- Oregon State Public Employees Retirement System (PERS)
- Paid vacation, sick leave, and (10) paid holidays
- Voluntary benefits include optional flexible spending accounts, deferred compensation retirement plan, and supplemental life coverage

Please visit:
www.co.douglas.or.us

Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 26, 2019** (first review, open until filled). To **apply online**, go to **www.prothman.com** and click on "Open Recruitments" followed by the "Solid Waste Division Manager – Douglas County, OR" option, and follow the directions provided.



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