

Joint Public Service Authority of Wythe and Bland Counties

Job Description

Position: Operations Manager

Department: Administration

Function:

Directs the operation of the Solid Waste Transfer Station and performs all those tasks as specified herein and which may be required to see that the transfer station operates in compliance with all applicable Local, State, and Federal Laws and Public Service Authority policies and serves the function it was designed to perform, including solid waste management and recycling.

Supervised By:

The Operations Manager is under the direct supervision of the Chairman of the Public Service Authority or other person designated by the JPSA.

Job Content:

Personnel:

Exercises direct supervision over all PSA employees, determines work hours and schedules, maintains records, conducts disciplinary actions in accordance with approved procedures, coordinates medical and workman's compensation insurance, prepares policies subject to Board approval relative to employment, safety, disciplinary actions, grievances, implements and periodically updates these policies, advertises newly created positions, prepares job descriptions, screens applicants and makes recommendations to the Board, hires and terminates all employees.

Administrative:

Works closely with the PSA Board, drafts for Board approval all rules and policies necessary for the smooth and efficient operation of the PSA facilities, periodically and as directed by the Authority procures goods and services by competitive bidding pursuant to the provisions of the Virginia Procurement Act and Authority procedures, including but not limited to supplies, equipment, tools, engineering services, insurance, legal services, prepares all purchase orders.

Operations:

Directs the delivery, unloading, all subsequent loading and compaction of solid waste, coordinates the operation of firms under contract to the Authority, inspects solid waste entering the facilities, and oversees housekeeping at the facility.

Training:

Shall be able to efficiently operate all JPSA equipment and provide oversight of maintenance of all Authority equipment, machines, structures and mechanical

systems and shall supervise the training of all employees in the correct use of each, shall prepare and conduct in-house training seminars.

Financial:

Shall use, maintain, and update an accounting system to bill customers for the solid waste delivered, shall operate scales and associated computer equipment, prepare invoices, establish bank accounts, implement user agreements, receive and account for payments, arrange for the collection of outstanding debts.

Clerical:

Shall record minutes of all PSA meetings, type all PSA correspondence, operate all office equipment, maintain the integrity of all records, and prepare periodic financial statements.

Maintenance:

Shall develop maintenance schedules for all equipment, see that service logs are kept up to date, regularly inspect all Authority buildings, lands and right of ways, public roads, in the vicinity of Authority property to ensure they are kept neat and free of debris.

Regulatory Compliance:

Shall coordinate the permitting and re-permitting of the facility through the Department of Environmental Quality, research and become familiar with current regulations governing Authority facilities, maintain on site a library of current regulations and standards.

Education:

An Associates Degree in government, engineering technology, accounting or a related field is preferred with a minimum of four years experience and must have a solid waste license to operate a transfer station. Computer literacy with proficiency in Microsoft Word, Excel, and PowerPoint is required.

Knowledge/Acceptable Experience:

Knowledge of laws and regulations applicable to the operations of Authorities, Counties, and Towns. Familiarity with the operation of heavy equipment, office equipment, and mechanical systems. Ability to read and understand complex technical regulations, contracts, and technical materials. Ability to set up, manipulate, and operate an accounting and billing system to handle finances. Ability to type, record minutes, and author documents and reports.