

# ***Berkeley County Government***

## **JOB OPENING – EXTERNAL POSTING**

### **DEPUTY DIRECTOR OF SOLID WASTE (PS101166)**

#### **DEPARTMENT: BCWS – SOLID WASTE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** This position performs a variety of highly complex and specialized tasks focusing on assisting the day to day operations of the department in the following areas: Complete oversight of the Landfill Gas to Energy Project, (LFGTE), to include insuring all permits and regulations are being complied with, projects designed in-house, projects designed by Architectural and Engineering firms (A/E), review of plans and specifications for projects designed by others, review of shop drawings and other submittals for compliance with contract requirements, inspect and observe construction activities and projects for compliance with contract requirements, and provide consultation to other departments on civil engineering matters, to include Project Management to PMI standards. Work will involve, but will not be limited to sewer lines, water lines, pumping stations, grading and drainage plans, waste water treatment plants, water treatment plants, solid waste management, solid waste operations and master planning. Implements services, policies, and programs through team members; reports to the Director of Solid Waste and advises on relevant issues. This position remains current on relevant laws, rulings, and regulations. Prioritize work duties for maximum efficiency. Develop and utilize best-practices. Seek process improvement through numerous resources. Utilize technology to solve business challenges. Responsible for implementing the policies, rules, regulations and procedures of Berkeley County. Ensure short and long range goals and objectives are attained. Provide support in the preparation of budgets, rate proposals, capital improvement plans and other financial reports. Interact with a variety of governmental, industrial, business and citizens groups. Represent Berkeley County on A/E projects, prepare design contract scope and A/E fee estimate, participate in A/E selection, fee negotiations, orientation and instructions acting as liaison and coordinator. Perform a variety of administrative tasks in a regular basis that include but are not limited to reviewing and evaluating engineering and other technical and financial reports, and monthly operational reports, preparing correspondence and agendas, etc. Must be able to multi-task and work independently. Maintain strict confidentiality in performing duties and protect operations by keeping financial information confidential. Perform other duties as assigned.

#### **QUALIFICATIONS:**

Bachelor's degree in Engineering, Environmental Sciences, chemistry or closely related field with seven (7) years related experience required. Three (3) years of supervisory/management experience required.

Registered Professional Geologist or Professional Engineer in South Carolina preferred.

Must have or be able to obtain the DHEC Landfill Manager course (MOLO) within 12 months of employment.

Valid driver's license for South Carolina. Must have safe driving record.

Must have extensive knowledge of the principles and practices of government and administrative policies including personnel, governmental financing, and budget planning.

Knowledge of governmental auditing procedures.

Excellent communications skills, both oral and written.

Mainframe systems and advanced personal computer experience including Word and Excel.

Skilled in the operation of all basic office equipment, including fax machines.

Must have the ability to deal with the public to include handling potential difficult customers and volatile situations.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

#### **PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle objects and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### **SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK:**

**This position is classified as exempt and reports directly to the Director of Solid Waste.** Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening meetings as requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Deputy Director of Solid Waste – Grade C43****Entry Base Level Bi-Weekly Pay Range: \$2470.58 - \$2841.17****Date of Posting: 12/02/2015****Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***