

**METRO WASTE AUTHORITY  
POSITION DESCRIPTION**

**SOLID WASTE ADMINISTRATOR**

Incumbent's Name:	Department: Solid Waste Operations
Title: Solid Waste Administrator	FLSA: Exempt
Date: November 2019	Reports To: Executive Director

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**PURPOSE OF POSITION**

Provides operational oversight, direction, and coordination of Metro Waste Authority's landfills, transfer stations and compost center as directed by the Executive Director and the MWA Board. Ensures compliance with standard operating procedures and safety program. Effectively manages to improve performance and productivity by ensuring the highest standards of environmental safety and operational excellence are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Plans, organizes, and directs the operations at Metro Park East Landfill, Metro Park West Landfill, Metro Northwest Transfer Station, Metro Central Transfer Station and the Metro Compost Center.
2. Work closely with onsite team to ensure they have full understanding of program requirements. Plan and coordinate resources needed from operation divisions.
3. Prepares annual operating budget and capital plan for the Metro Park East Landfill, Metro Park West Landfill, Metro Transfer Stations, and the Metro Compost Center.
4. Identifies and develops major capital projects, oversees all components of construction development and coordinates with consulting engineer on all bids, specifications and adjustments to final design.
5. Responsible for the achievement of short term and long term financial and operational objectives through a focus on efficiency and expense reduction. Performs short- and long-term financial analysis as part of the facility's strategic plan.
6. Responsible for identifying, analyzing and reacting to information on productivity, expenses, price and volume/cost to manage the operations and predict and correct trends.
7. Ensures organizational policies and government regulations are followed by maintaining standard operating procedures, keeping current with mandated regulations, and auditing contractors for program compliance.
8. Establishes and maintains effective working relationships with the public, key government officials, MWA member community officials, and represents MWA in the business community and in regulatory matters, as appropriate.
9. Provides effective and professional leadership and direction, promotes positive employee morale and drives change throughout the organization.
10. Strategizes and provides guidance on collective bargaining agreements.

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11. Understand the EMS policy and what it means to MWA. Understand how your position and job responsibilities impact the environment and what you can do to improve them. Recommend improvements through the Suggestion Box or to the EMS Core Team or the MWA Management Team in cases where you do not have the authority to make improvements.
12. Collaborates in new business opportunities including RFP oversight, acquisition due diligence, and integration.
13. Maintains knowledge of latest technological developments and provides subject matter expertise in these areas.
14. Demonstrates and understanding of MWA's values (Leadership, Integrity, Positivity, Teamwork, and Innovation) and applies them to the position, and assigned responsibilities, as well as to all interactions with customers and co-workers.
15. Performs other special projects, duties and responsibilities as assigned.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Position requires:

- A Bachelor's Degree in a recognized business or science area, Master's Degree preferred.
- Ten (10) years of job-related experience in the management of solid waste programs.
- May substitute experience as a landfill or operations manager for some of the education requirement.
- Valid Iowa driver's license.

**MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

**Physical Requirements**

Position requires:

- Sufficient dexterity and eye, hand, and finger coordination to operate computer and other office equipment.
- Regularly reaching and handling objects weighing one pound, and lifting and carrying objects weighing up to ten (10) pounds.
- Frequently walks and drives a vehicle.

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### **Cognitive Demands**

Position requires:

- Extensive working knowledge of all controlling environmental regulations including technical and legal permit/regulatory requirements, permit application, and all other specific design and operating conditions.
- Personnel management, including understanding relevant to personnel policies and procedures, union contract provisions, and the ability to train and motivate employees.
- Accounting, finance, and budgetary procedures, including the ability to perform short- and long-term financial analyses in developing plans and managing operations, and to predict and correct trends.
- Strong prioritization and analytical skills.
- Project management, including the ability to identify and develop major capital projects and manage such projects from conception to completion.
- Sales/marketing, including the ability to monitor market conditions to achieve maximum pricing for municipal and residual solid waste, set internal and external pricing, and identify, analyze, and react to external events that affect operations.
- Safety programs, including right to know laws, control of hazardous energy, personal protective equipment, exposure control, confined space, hearing conservation, emergency action plan, respiratory protection plan, hazardous waste operator's emergency response, and lifting techniques.

### **Language Ability and Interpersonal Communications**

Position requires:

- Direct telephone and written interaction with federal, state, and local regulatory officials, senior staff, MWA Board of Directors, industry professionals, including customers and contractors, and the general public in the provision of program services.
- Motivating direct reports and other employees in safety, regulatory compliance, and customer service functions.

### **Environmental Adaptability**

Position requires:

- Work is generally performed in a climate controlled office environment.
- All operations are carried out at the landfills, compost center, and transfer stations, and are subject to potential hazards including toxic agents, odors, dust, moving machinery, and extreme heat and cold temperatures. However, the potential for serious injury is minimal.

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*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Metro Waste Authority is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Metro Waste Authority will provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.