

Application deadline:

October 21, 2022 @ 12:00pm CDT

To apply:

Pick up application at the mayor's office:

1 Public Square, Room 204

Smithville, TN 37166

(615) 597-5175



Solid Waste Director

Salary: \$40,000 with benefits

Duties and Responsibilities

The duties responsibilities represented below are a broad overview of this position's criteria. These duties and responsibilities are not limited to the information below, and it is expected of the position to perform any other duties and responsibilities that may be assigned.

Supervises all the department field activities and assigned dispatch office functions, ensuring compliance with all applicable policies, procedures, laws, regulations and permitting requirements.

Supervisory duties Include scheduling; instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; ensuring that employees are properly trained for work performed, acting on employee problems; and recommending disciplinary action, employee transfers, promotions, and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed

Evaluates the effectiveness and efficiency of the department operations; develops short and long-term priorities in order to meet department goals; and enforces all applicable policies and safety regulations for the protection of County staff and the public.

Determines and assigns the labor, equipment and materials required for special weekend events and cleanup service.

Receives and responds to public inquiries regarding department activities in various forms, including but not limited to; personal visits, telephone, or electronic communication.

Responds to and assists with cleanup efforts after natural disasters and storms as directed.

Compiles data for and prepares a variety of required reports, records, and correspondence.

Enters computer data; uses computer to produce routine reports, spreadsheets, and project management documentation.

Receives and responds to public inquiries, concerns and complaints regarding Division activities and services.

Attends training seminars and meetings as required.

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, reviewing mail, using e-mail, etc.

Attending county commission meetings, reporting on the status of the department to the county commission, request funding or equipment for the department, and submit budget requests to the budget committee of the commission as well as the county commission as a whole.

Effectively balance a budget for solid waste, perform budget amendments if necessary, understand the solid waste budget, and assess expenditures and revenues. This includes operating with a budget without deficits, keeping a healthy fund balance.

Operates heavy equipment and commercial (CDL) trucks as required for the daily collection, transport and management of solid waste and recyclable materials; equipment includes: automated side-loader, front-end loader, rear loader, roll-off truck, container truck, clam shell truck, pay loader, fork lift, tractor, etc.

Maintain all county property including buildings, vehicles, dumpsters, compactors, and any other assigned to the person.

Maintain and supervise community centers, organize repairs for community centers, and any other responsibility given.

Keep convenience sites clean, steps in safe condition, fencing in good condition and keep convenience sites up to the state requirements.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Field tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of stooping, kneeling, crouching, and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require visual, olfactory, depth, texture and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, strong odors, smoke/dusts/pollen, fumes, noise extremes, vibrations, machinery hazards, traffic hazards.

DeKalb County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Other Understanding

The mission of the Dekalb County Solid Waste Department is to protect, improve, and promote health and environmental quality through the responsive, effective oversight of waste management activities and the beneficial use of recovered materials.

Solid waste may be defined as any useless, unused, unwanted, or discarded materials. Hazardous waste, problem waste, toxic substances, and recyclables may be distinguished from other solid waste. DSWM has established focused programs to address each of these.

Dekalb County strives to be safe, clean, and efficient. With this understanding the code of ethics is represented as these same three realistic goals.

By signing below, you have read and understood the duties and responsibilities of the Solid Waste Director.
