



JOB DESCRIPTION

Job Title: Executive Director
Department: Administration
Classification: Permanent, Full Time
FLSA status: Exempt (Salaried)

GENERAL PURPOSE

The Executive Director (ED) manages all operational, administrative, and financial aspects of Solid Waste Special Service District #1 (District), D/B/A Canyonlands Solid Waste Authority (CSWA) and serves as CSWA's Public Information Officer. The ED works with the Administrative Control Board (Board) to establish goals, priorities and provide direction to all solid waste facilities, collections, and hauling operations with direct support from an Operations Director, Office Manager, and Facilities Manager. The ED is responsible for ensuring compliance with District Policies and Procedures, Utah State and Administrative Code, operation plans, facility permits, and applicable federal, state, and local rules and regulations.

REPORTING RELATIONSHIPS

Supervision Received: The Executive Director reports to the Administrative Control Board (Board) and works under the broad policy and budget guidance and direction of the Board.

Supervision Exercised: The Executive Director is responsible for effective management and performance evaluation of all personnel and contractors. The ED creates and maintains the organizational reporting structure of the District.

ESSENTIAL FUNCTIONS

- Plans, coordinates, supervises, and manages the operations of solid waste collection, disposal, and reclamation facilities with direct support from District managers and directors.
- Prepares and recommends budgets and fee schedules and monitors operating expenses and revenue.
- Serves as the Public Information Officer.
- Serves as the primary purchasing agent.
- Supervises staff in conjunction with supervisors, managers and directors which includes hiring, orienting, training, assigning work, evaluating performance, disciplinary action, and compensation adjustments.



- Develops effective relationships with employees, government and regulatory partners, citizens, public and private entities
- Sees that facilities, equipment, practices, and recordkeeping are conducted and documented in compliance with plans, and regulatory and permit requirements.
- Attends all Board meetings, helps prepare Board agendas and packets, and works closely with the Board on planning, policy, and budgeting.
- Identifies and implements short, medium, and long-term goals and visions for the District through the development of strategic plans and other organization-wide initiatives.
- Reviews the preparation of payroll, payables, and quarterly taxes; end-of-year employee and non-employee tax information; spreadsheets, data entry, and billing procedures, including a list of the existing investments, their purpose, amount, terms, date, and place payable.
- Oversees the development of and approves operating plans, requests for proposals, and bid proposals.
- Monitors construction projects undertaken by the District to ensure compliance with contracts and applicable codes, with direct support from the Facilities Manager.
- Maintains an inventory control system for District property.
- Serves as the primary point of contact for and responds to emergencies at District facilities during and outside normal business hours.
- Sets priorities to ensure business continuity in the event of disasters, emergencies, and unanticipated needs.
- In the absences of the Operations Director and/or Office Manager, supervises the work of contractors to ensure they meet the needs of the District and contractual obligations.
- In the absence of the Program Manager or Environmental, Health, and Safety Specialist:
 - determines the acceptability of special wastes and approves special waste profiles and manifests.
 - prepares technical and non-technical reports and maintains records.
 - oversees the development and implementation of staff training, safety protocols, and incident documentation.
 - serves as the Designated Employment Representation for the District and the Department of Transportation (DOT) drug and alcohol program and ensures compliant recordkeeping.



MINIMUM QUALIFICATIONS

Education and Experience:

- Education – Bachelor’s degree from an accredited institution, preferably in environmental science, civil or environmental engineering, Business Administration, Public Administration, or other closely related field, and
- Three years of related industry experience, of which one year must have been in a solid waste supervisory and administrative role.
- OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory or administrative experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Local government and fiscal budgeting and accounting principles, practices, and procedures.
- Goal setting, strategic planning, and project management.
- Performance management tools and practices to measure and provide feedback on employee productivity and effectiveness.
- HR management best practices, staff facilitation, and task delegation.
- Ethics in leadership, and specifically in Utah local governments.
- State laws as they apply to special district management practices.
- Occupational and environmental hazards and standard safety practices.
- Ordinances, regulations, policies, and procedures relevant to solid waste management.
- Waste materials, their potential dangers, and acceptable methods of disposal.
- Solid waste landfill, transfer station, recycling, and collection and hauling design, operations, and best management practices.
- Concepts related to integrated solid waste management, including waste reduction and diversion programs, natural resource conservation, and conventional recycling methods.
- Equipment operation, maintenance, and repair.



Skills & Abilities:

- Ability to communicate effectively orally and in writing; at the technical and lay-person levels.
- Ability to distill and explain complex financial and operational concepts to non-experts by simplifying and organizing information and using clear and succinct language.
- Ability to coordinate inter-governmental policy matters.
- Ability to resolve disputes and complaints from the public.
- Ability to develop and analyze budgets and strategize financial planning to make decisions.
- Ability to plan, organize, direct, and supervise the work of subordinates at all levels in the organization.
- Ability to interpret land survey, building, and engineering plans and specifications.
- Ability to identify, research, and interpret interrelated rules, regulations, and scientific information.
- Ability to characterize special and potentially hazardous waste.
- Proficiency with the Microsoft and Google Office Suites, including statistical data analysis, pivot charts, graphs, and presentation slides

ENVIRONMENTAL AND PHYSICAL FACTORS

Work is performed in both an office and field environment where there is exposure to extreme weather conditions, noise, potentially hazardous materials/wastes, dust, odors, and fumes. Work environments include offices, open buildings (recycling center and transfer station), landfills, and exterior storage/parking areas.

Tasks may entail muscular strain, including walking, standing, stooping, sitting, lifting, pushing/pulling weights up to fifty pounds, use of ladders, ramps, and scaffolding, and use of tools. Work conditions may expose the Executive Director to possible bodily injury from mechanical parts, tools or machinery, or hazardous materials.

Talking, hearing, and seeing are essential to performing job requirements. Common eye, hand, and finger dexterity is required for most essential functions.

While performing the duties of this job, the Executive Director will use written and oral communication skills; read and interpret data, information, and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with the Board members, staff, customers, and the public.



MANDATORY PROGRAM PARTICIPATION

This position requires:

- Certified landfill operator under the Solid Waste Association of North America or equivalent within one (1) year of hire (unless certification already held).
- Other certifications recommended within five (5) years of hire date (but not required): Recycling Operations, Transfer Station Operations, Compost Operations, Construction and Demolition Debris Operations, Integrated Waste Management.
- Use of safety and personal protective equipment.
- A baseline auditory test and annual inspection paid for by the district.
- Participation in a drug and alcohol testing program.
- Training in First Aid and Cardiopulmonary Resuscitation (CPR) certifications to be maintained annually.
- A valid driver's license with a clean driving record for at least three (3) years.
- Reliable transportation (mileage will be reimbursed at standard rates).