

WASHINGTON COUNTY
Job Description

JOB TITLE: Director, Environmental Affairs & Recycling

Exempt (Y/N): Yes

DEPARTMENT: County Judge's Office

DATE REVISED: September 2012

SUPERVISOR: Chief-of-Staff

SUMMARY:

Under the general direction of the Chief-of-Staff, the incumbent is responsible for handling environmental problems and opportunities within the County. This individual will enforce state and county environmental laws; create and administer environmental programs established by the county and/or required by state law particularly in the areas of stormwater, solid waste and recycling. Responsible for the efficient operation of the department, prepare reports and budgets, investigate and mitigate complaints, and implement programs within the County to safely dispose of solid waste.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Respond to citizen complaints, investigations, and resolve problems regarding solid waste enforcement. Prepare accurate reports of citizen complaints in a timely and efficient manner.
2. Investigate solid waste complaints to include visiting and photographing site, gathering evidence, locating perpetrator, notify all concerned of legal ramifications and requirements to avoid prosecution. Assess violations and determine when to file criminal complaints against individuals and/or companies with Prosecuting Attorney and/or County Attorney.
3. Develop and implement solid waste planning programs dealing with waste collection, recycling, household hazardous waste, electronics, bulk item disposal, countywide clean-ups, illegal dump clean-ups, etc.
4. Develop and implement effective recycling program. Coordinate and oversee rural drop-off program, grant administration, volunteer recruitment, additional programs, etc.
5. Respond to variety of inquiries from public, press, other agencies including numerous state and local enforcement and information agencies regarding environment affairs. Prepare and present information to various groups, as needed.
6. Prepare, administer and monitor the departmental budget including state grant fund reporting. Monitor actual expenditures for compliance to projected monthly budget expenditures.
7. Respond to requests from other agencies in a timely and efficient manner.
8. Complete memorandums and letters to various governmental or other agencies.
9. Develop and revise policies and procedures, monitor current policies and procedures for staff compliance and ensure that the department is operated in an appropriate manner.

10. Appear in court to present evidence on prosecutions of solid waste cases, as required.
11. Represent the County in a professional manner and cooperate with other agencies at all times. Ensure the department operates in an effective manner in compliance with regulations and County policies and procedures.
12. Negotiate and contract on behalf of Washington County landfill and Boston Mountain Solid Waste District fees for spring and fall cleanup, hazardous waste disposal and emergency response fees, clean up of illegal dumpsite costs with private contractor.
13. Educate public and county employees concerning stormwater issues, work with the appropriate person to write and update as needed the ordinances concerning stormwater runoff.
14. Respond to complaints concerning stormwater. Attend and actively participate on the NWA MS4 Stormwater Representative Committee.
15. Answer complaints and questions concerning Washington County Ordinance 2003-37. Process and file all paperwork concerning the ordinances and fax to appropriate financial institute, title-company or any other party requested.
16. Coordinate litigation of environmental violations by Washington County and develop means of regulatory compliance.
17. Represent Washington County including periodic substitutions for Emergency Services Coordinator for hazardous materials spills and other incidents.
18. Attend Tech Review and review plans submitted to make sure they are in compliance with County environmental, stormwater and solid waste regulations.
19. Coordinate recycling services and programs with other departments for the county owned facilities.
20. Attend and actively participate on various committees such as the Washington County Energy Committee and Boston Mountain Solid Waste District Grant Committee.
21. Assist communities and non-profit groups with large scale cleanup event planning.
22. Assist communities with planning and initiating recycling events, programs and services.
23. Perform duties of Stormwater Coordinator: Develop, implement and update as needed the programs, plans and BMP's listed in County's Stormwater Program. Notice of Intent submitted to Arkansas Department of Environmental Quality. Review Stormwater permit applications, issue permits, and inspect permitted sites as well as urbanized unincorporated areas of county included in MS4 area.
24. Develop, submit and implement MS4 Stormwater Management Plan to Arkansas Department of Environmental Quality.

25. Develop, submit, and implement stormwater permits for Washington County Road Department projects that require permitting. This includes reviewing site, developing stormwater management site plans using best management practices and coordinating with road department superintendants and supervisors. Submitting all required documentation to ADEQ.
26. Inspect road department permitted stormwater sites on a biweekly basis (or as required by permit). Submit to superintendants any maintenance required.
27. Coordinate with the Washington County Department of Emergency Management on applicable ESF's.
28. Work with appropriate agencies, communities, and public during a disaster to coordinate debris management and disposal.
29. Review and prioritize environmental education program and opportunities in order to obtain most efficient coverage of county communities and resources.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 1 Recycling Truck Driver, 1 Collection Center Worker, 1 Environmental Educator and 1 Environmental Enforcement Officer. Coordinate, develop, and train a network of approximately 30 recycling worker volunteers. Oversee work of independent dump clean-up contractors. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent should have a degree from a four (4) year college in administration and seven (7) years previous experience in solid waste and environmental issues and five years of management experience. Class B Operator's License for recycling program is required by the State. Must have knowledge of solid waste equipment, grant management, federal and state regulations, and all County policies and regulations. Must become licensed by the State as Illegal Dumps Enforcement Officer. Must obtain a stormwater inspector certification.

OTHER SKILLS and ABILITIES:

The incumbent must possess excellent judgment, management, and supervisory skills. Also, the incumbent is required regularly to use a calculator, camera and communications equipment, FAX machine, and computer. The incumbent must also operate a 4-wheel drive vehicle. The incumbent must possess good communication and human relation skills as there is extensive contact within and outside the County, often under adverse conditions. The incumbent must have knowledge of Geographic Information Systems, and possess the ability to read and analyze information on variety of maps, such as roads, soils, survey plats, demographics, contour, vegetation, etc.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee frequently is required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, distance vision, color vision, depth perception, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in outdoor weather conditions frequently and occasionally is subjected to fumes or airborne particles, toxic or caustic chemicals, and vibrations when working near moving mechanical parts.

The noise level in the typical work environment is moderate.