



VALLEY COUNTY JOB DESCRIPTION

Solid Waste Manager

Department: Facilities
Date Established: Oct 2026

Reports To: Facilities Director
Date Revised:

Pay Grade: G
FLSA Status: Exempt

SUMMARY

The Solid Waste Manager administers the full scope of daily field operations, regulatory compliance, personnel management, and vendor logistical synchronization at the Valley County Solid Waste Transfer Site. Reporting directly to the Facilities Director, this role ensures total site compliance with federal and state regulations, acts as the county's operational liaison for multi-year third-party waste transport contracts, manages the site budget, and supervises all frontline Technician staff.

DISTINGUISHING CHARACTERISTICS

The Solid Waste Manager is the single-site operational administrator and is distinguished from both Technician ranks by its high level of administrative, supervisory, and budgetary accountability. While Technicians execute the tactical, day-to-day frontline transactions, load screenings, and physical grounds cleaning, the Manager bears full ultimate responsibility for the site's legal status, personnel management (recruiting, scheduling, and evaluating staff), contract compliance, and budget tracking. This position operates with significant administrative independence and scales major capital infrastructure or contract adjustments directly through the Facilities Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee the recruitment, training, scheduling, and performance evaluations of all Solid Waste Technician personnel.
- Establish performance standards and enforce county policy compliance.
- Serve as Valley County's primary onsite manager for contracted long-haul waste transport providers.
- Monitor vendor KPIs and coordinate haul schedule adjustments to handle intense seasonal volume surges (e.g., peak summer tourism).
- Act as the primary authority for ensuring the transfer station strictly operates within Idaho Department of Environmental Quality (DEQ) and OSHA rules.
- Compile, certify, and submit all legally required environmental logs, water runoff data, and compliance profiles.
- Review, audit, and approve all daily revenue collections, scale reconciliations, and fee deposits.
- Track all site operational expenditures against the annual budget and deliver monthly financial projections to the Facilities Director.
- Analyze monthly tonnage and volume metrics to identify long-term waste trends.
- Formulate strategic operational recommendations regarding regional recycling expansions or site infrastructure upgrades.

- Direct the preventative maintenance, calibrated certified testing, and structural repair of critical county assets including vehicle scales, gate barriers, structural bays, and security networks.
- Resolve highly escalated public or commercial contractor grievances.
- Collaborate with the Director to author, update, and deploy formal Standard Operating Procedures (SOPs) for the facility.
- Serve as the primary, 24/7 on-call coordinator for facility security alarms, environmental spills, after-hours severe weather disruptions, or site emergencies.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent required; an Associate's or Bachelor's degree in Environmental Science, Logistics, Public Administration, or a closely related industrial field is highly preferred.
- Three to five (3–5) years of progressive, professional solid waste supervisory experience, multi-site logistics management, or industrial facility leadership.
- Possession of a valid Driver's License.
- Possession of a SWANA *Waste Screening or Transfer Station Operations (TSO)* Certification.
- Possession of an OSHA 10-Hour General Industry Safety Certification (OSHA 30 preferred).
- Possession of a First Aid / CPR / AED Certification.
- Ability to obtain a 40-Hour HAZWOPER (Hazardous Waste Operations and Emergency Response) certification within one (1) year of employment.
- Comprehensive knowledge of Idaho Code Title 31, Chapter 44, and federal EPA guidelines governing municipal solid waste.
- Demonstrated experience managing vendor service contracts, conducting financial field audits, and leading small teams in a hazardous operational environment.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job series.

Regularly required to stand, walk, sit, and navigate uneven, unpaved, or icy outdoor terrain for extended periods. Frequent climbing of stairs, steps, or mounting/dismounting light machinery panels. Frequently required to lift, push, pull, or carry objects weighing up to 50 pounds independently (such as misdirected debris, safety barriers, or coin bags), and occasionally up to 75 pounds with assistance. Continually requires fine motor skills to operate digital POS keypads, scale computing terminals, and mechanical levers. Requires continuous close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focal depth to monitor heavy commercial vehicle movements and safely evaluate public drop-off activities. Continuous clear auditory perception is required to hear backup alarms, safety warnings, and public inquiries amidst loud ambient machinery noise.

Work is performed in a split capacity between an indoor scale-house office and a high-hazard outdoor industrial transfer station yard. Employees are regularly exposed to extreme outdoor weather conditions typical of mountainous Idaho, including sub-zero winter temperatures, heavy snow, ice, extreme summer heat, direct sunlight, and high wind. Continuous exposure to volatile airborne dust, high-decibel equipment noise, vehicle exhaust fumes, sharp metals, and strong industrial odors. Work is executed in close proximity to active heavy equipment operations, commercial semi-truck traffic, and household hazardous chemical drop-offs.