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## Solid Waste Authority General Manager

The Estancia Valley Solid Waste  
Authority in Torrance County, New Mexico  
Is soliciting applications for the position of  
Authority General Manager.

Employment application, position requirements,  
and position summary are available at [evswa.com](http://evswa.com)  
Contact Danette Cabber, [danette@evswa.com](mailto:danette@evswa.com) for more  
information. Application, resume and letter of interest  
required. Applications will be accepted through 5 PM  
September 17, 2018, mailed to Manager Recruitment  
Committee, EVSWA PO Box 736, Estancia New Mexico 87016.

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County of Torrance ♦ City of Moriarty  
Town of Estancia ♦ Town of Mountainair ♦ Town of Vaughn  
Village of Willard ♦ Village of Encino

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## Estancia Valley Solid Waste Authority Manager Position Specification



**Department:** Estancia Valley Solid Waste Authority/Estancia Valley Regional Landfill  
**Position Title:** Solid Waste Authority Manager  
**Reporting Relationship:** Estancia Valley Solid Waste Authority Board

**Salary:** \$24.02- \$38.47 Hourly  
\$4,164.00-\$6,668.00 Monthly  
\$49,968.00-\$80,016.00 Annually

### **POSITION SUMMARY:**

Responsible for carrying out the policies and procedures established by the Board of Directors of the Estancia Valley Solid Waste Authority ("Authority"). Management duties will include budget development and administration, staff management, and responsibility for daily operations. Develops and carries out policies, procedures and programs as related to both daily and long range management of the Estancia Valley Regional Landfill and the County waste management system contract. Inspects and investigates solid waste disposal situations. Prepares applications for and administers grants. Provides a high level of services that is cost effective to all entities and customers. Maintains regulatory and code compliance and creates a safe and friendly work environment for all employees.

**This is a safety and sensitive position subject to drug/alcohol testing, and a back ground check.**

*Job descriptions are intended to present a general list of task/duties performed by employees within this job classification. Job descriptions are not intended to reflect all duties performed with in the job.*

### **ESSENTIAL FUNCTION:**

- Responsible for the daily operations of all county solid waste facilities to be operated in compliance with the Torrance County and state issued operating permit(s) and for the regional landfill and county waste management system.
- Hires, motivates, and evaluates Authority staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Develops and oversees an operational program designed to meet state and federal compliance guidelines, managing solid waste in compliance with operational permits and state regulations.
- Interprets state and federal regulations and determines implications for Waste Management systems and for the Regional Landfill Operations.
- Maintains financial records and prepares annual budget, Capital improvement and Equipment Replacement Plans. Assures that County Waste Management System and Landfill operations are conducted in accordance with the approved budgets and plans.
- Evaluates data, plans, trends and issues concerning solid waste disposal and the operation of the landfill.
- Interacts daily with general public and landfill customers, answers questions and complaints from the public concerning the sanitary landfill.

- Works with the State of New Mexico Environment Department, the NMED Solid Waste Bureau governing bodies of JPA member entities, the public and area municipalities on solid waste codes, standards, permits, record keeping and reporting.
- Develops and provides education programs on solid waste and recycling issues.
- Communicates both verbally and in writing with the general public, other Authority employees, vendors, management, contractors, and public officials on issues related to solid waste collection services
- Operates equipment/vehicles safely and for intended purpose, oversees preventative and routing maintenance on all equipment, and provides training on equipment use and daily operations to employees as needed.
- Oversee refuse being received; ensure proper handling by employees, supervise and monitor all required testing, and obtain required disposal authorizations for special wastes as necessary.

## **POSITION REQUIREMENTS:**

### Education

*Related education and experience may be interchangeable on a year for year basis.*

- Bachelor's degree from an accredited college or university, with major course work in environmental science, business administration or a related field, plus for (4) years of professional and /or managerial experience in solid waste or a related field to include year's direct supervisory experience in a management and/or administrative capacity.

### Additional Requirements

- Possession of a New Mexico Driver's License (Class D), or the ability to obtain by date of hire.
- Possession of a New Mexico Landfill Operator Certification within one (1) year from date of hire.
- Possession of a New Mexico Compost Facility Operator Certification within one (1) year from date of hire.
- Possession of a New Mexico Transfer Station Operator Certification within one (1) year from date of hire.
- Possession of a New Mexico Recycling Facility Operator Certification within one (1) year from date of hire.

### Skills

- Considerable technical knowledge and math skills. Considerable knowledge of federal, State and local laws and regulations of solid waste and environmental codes. Must be able to prepare and manage agency budget, capital improvement and equipment replacement plans. Good oral, written and interpersonal skills. Knowledge of modern office procedures, computer programs and equipment. The ability to operate a computer, calculator, and other related office equipment.
- Experience with writing and applying for government grants, loans, and capital outlay requests.

### Problem Solving

- Problem solving skills are required in this position. Solves problems related to daily operating budget, personnel, compliance with state permits and codes, and other short and long term managerial issues at the direction of the Solid Waste Authority Board. Problems involve relating information to the Solid Waste Authority Board, County Commission, local, state and federal officials, employees and the general public. Maintains daily records and keeps current with regulations issued by state and federal agencies. Must have ability to interpret and administer state and federal environmental regulations.

### Decision Making

- Decision making skills are required in this position. Decisions include interpreting laws, rules and regulations governing solid waste and other environmental codes and in determining if information listed is accurate. Must also possess the ability to assign tasks and supervise the delegated work.

#### Accountability

- The manager is responsible for daily operation and budget control of the Authority. Operating budgets are established by the Solid Waste Authority Board and approved by the New Mexico Department of Finance and Administration.
- Explain, justify and defend Authority programs, policies and activities; negotiate and resolve sensitive and controversial issues.

#### Supervision

- The manager is responsible for the supervision of subordinate personnel. Task involves daily supervision, scheduling and annual evaluation.

#### Personal Relations

- Provide staff assistance to the Board of Directors; participate on variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence for the Board of Directors and other government agencies.
- Continual contact with member entities and the general public. Must have excellent customer service attitude and ability to handle confrontations with customers. Works with front line employees, customers, County administration, state officials and others.

### **WORKING CONDITIONS:**

#### Environmental

- Office and field environment; exposure to noise and inclement weather; fumes, gas, dust, grease, smoke, potentially hazardous chemicals; slippery or uneven surfaces; exposure to computer screens.

#### Physical

- Essential and supplemental functions may require maintaining physical condition necessary for sitting for prolonged periods; travel from office to sites.