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# Virgin Islands Waste Management Authority

## Job Vacancy Announcement

### Solid Waste Collections Manager

#### St. Croix

#### **EXEMPT**

**SALARY:** Commensurate with Experience

**DEADLINE:** Open Until Filled

The Solid Waste Collections Manager is responsible for the daily operations of the Authority's solid waste collection, recycling, and debris management services. He/She will establish collection routes and schedule solid waste pick-ups, oversee waste collection staff, contractors, and private haulers. This role also ensures the efficient operation of the Authority solid waste collection, recycling, and debris management activities in accordance with its policies and procedures. *When working in the field there is exposure to dirty, noisy, and dusty conditions and disagreeable odors and unpleasant weather.*

#### **DUTIES AND RESPONSIBILITIES:**

*Include the following with other duties as assigned.*

- Responsible for ensuring the efficient operation of Authority's solid waste collection, recycling, and debris management activities.
- Oversees the scheduling and routing for solid waste collection.
- Ensures the vehicles are properly maintained and ensures that an adequate number of vehicles are available to meet Authority waste collection requirements.
- Oversees the activities of solid waste collection contractors and private haulers. Establishes Authority rules and standards for these activities as required.
- Establishes and implements operational goals, and performance objectives, to improve efficiency and customer service.

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- Responsible for overseeing Authority contractors (including hauling, bin sites, and convenience centers) as assigned by the Solid Waste Director.
- Responsible for maintaining compliance with applicable environmental requirements and safety requirements for Authority waste collection and transportation activities.
- Responsible for ensuring that assigned staff receives proper training on operations & maintenance, worksite safety and environmental compliance.
- Assists with developing a yearly operating and capital improvement plan and budget for solid waste collection, recycling, and debris management.
- Responsible for analyzing opportunities for expansion of Authority solid waste collection, recycling, and debris management activities.
- Provides technical advice (written and verbal) to the Solid Waste Director and senior Authority staff.

## **EDUCATION AND EXPERIENCE:**

- High school or GED diploma from an accredited school is required.
- A two or four-year degree from an accredited university is highly desirable.
- Three years of relevant experience including at least one year of supervisory experience managing a solid waste collection system, a landfill, waste transfer station or environmental service activity.
- Collection Certification is required or the ability to obtain in one year.
- Valid Virgin Islands Driver Licensure is required.
- Equivalent combinations of education and experience may be considered.

***Virgin Islands Waste Management Authority is an Equal Opportunity Employer***

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