

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

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## Recruitment Announcement # SFSWMA 2007-016

**POSITION TITLE:** BuRRT SITE MANAGER  
**SALARY RANGE:** \$23.99 - \$38.39  
**FLSA/UNION STATUS:** Not Covered/Not Covered  
**POSITION STATUS:** CLASSIFIED FULL TIME  
**PERIOD TO APPLY:** 11/16/07 – Open Until Filled  
**SUPERVISOR:** Randall Kippenbrock, P.E., Executive Director  
**WORK LOCATION:** Buckman Road Recycling and Transfer Station (BuRRT)

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**PURPOSE:** The purpose of the position is to plan, coordinate and supervise the transfer station and material recovery facility operations, various recycling programs, ensuring compliance with all applicable laws, environmental regulations and standards of safety; and to perform administrative and other supervisory work as required. This position plans, organizes and implements programs within major organizational policies; and reports program progress to the Executive Director through reports and conferences.

**JOB DUTIES AND RESPONSIBILITIES:** (The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.) Responsible for the day-to-day operations at the transfer station and material recovery facility (MRF), recycling programs, new project management, and environmental compliance at the Agency's Buckman Road Recycling and Transfer Station (BuRRT).

1. Plans, organizes and oversees the transfer station and recycling operations, ensuring compliance with applicable federal, state and local laws and regulations, Agency's policies and procedures, and standards of quality and safety.
2. Supervises assigned staff; supervisory duties include planning, scheduling, instructing, assigning, and reviewing the work of others; maintaining standards; providing recommendations as appropriate; coordinating activities; interviewing and recommending selection of new employees; training employees; appraising performance of employees; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
4. Identifies, develops and implements transfer station and recycling projects; coordinates external consultants and contractors related to assigned projects.
5. Identifies and secures end markets for recyclables or when no existing market is available Coordinates the development new markets. Ensure the quality of material sorted meets the standard of the Agency and end markets.
6. Keeps productivity of the MRF operation at a rate acceptable to management. Maintains residual at a rate acceptable to management.
7. Develops and maintains weekly and monthly production reports for the BuRRT operations.
8. Identifies and secures potential suppliers of recyclables.
9. Researches and obtains available grant funding for special programs and projects.
10. Prepares, performs, and implements facility maintenance procedures and programs. Coordinates with equipment maintenance supervisor for repair and maintenance of heavy equipment.
11. Develops and implements BuRRT policies and procedures.
12. Submits oral and written reports to the Executive Director; attends various meetings when Executive Director is unavailable; attends organized meetings where local citizens air concerns or ask questions, and provide accurate responses when addressing the transfer station and recycling programs.
13. Prepares public notices to firms for capital improvement projects, bid specifications for capital outlays, and agenda items for Joint Powers Board's approval on action items, ordinances, resolutions, or executive closed sessions.
14. Ensures compliance with procurement process for requisitions and purchase orders; enforces contract provisions related to the BuRRT operations.
15. Assists in the preparation of the Agency's annual budget including capital improvement projects, capital outlays, revenue projections, and performance measurements.
16. Promotes excellent customer services; incorporates customer service into the employees' overall responsibilities.
17. A member of the evaluation committee for request for proposals, request for bids and statement of qualifications.
18. Reviews consultants' designs, reports, plans, and specifications related to the transfer station, material recovery facility, and recycling programs.
19. Reviews request for payments submitted by consultants and contractors for work performed at BuRRT.
20. Serves as coordinator for the annual Household Hazardous Waste Collection event with the assistance of the city and county.

**MINIMUM QUALIFICATIONS**

**Education/Experience:** A Bachelor’s degree from an accredited college or university in Environmental Science, Resource Management, Public Administration or a closely related field. Requires at least six (6) years of progressively responsible professional level work in transfer station and recycling operations with at least three (3) years in a managerial position. Supervisory experience is a must. Experience working with government officials is highly desirable. A Master’s degree in public administration or a related field is equivalent to three (3) years of experience.

**Certification/Licensure/Registrations:** A valid New Mexico driver’s license is required or attainment within one (1) month of hire, a NMED Transfer Operator Certification or attainment within six (6) months of hire and a NMED Recycling Certification or attainment within six (6) months of hire. First Aid and CPR certifications are desirable.

**Special Requirements:** Must have a telephone in the residence or be available by an equally effective means of communication as approved by the Executive Director.

**Knowledge/Skills/Abilities** Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and implement and report on operations and activities. Strong organization and project management skills. Must plan, coordinate, budget, and schedule assignments and projects in a structured manner. Requires counseling or instructing/training others through explanation, demonstration and supervised practice or making recommendations based on technical expertise. Requires supervising the activities of those operating complex machinery or heavy equipment that requires extended training and experience. Requires handling or using machines, tools or equipment requiring moderate instruction or experience, such as proficiency in computers for data entry, fax machines, copiers, telephones or similar equipment.

**WORKING CONDITIONS:** Requires light-to-medium work that involves walking or standing much all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy. The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals. The job requires normal visual acuity and field of vision, hearing and speaking ability, and color perception.

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**HOW TO APPLY**

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

**A COPY OF YOUR DEGREE AND DRIVER’S LICENSE MUST BE ATTACHED TO EACH APPLICATION.**

**PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED.**

**EEO/AA**