

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

(505) 424-1850

Fax (505) 424-1839

[www.sfswma.org](http://www.sfswma.org)

## Recruitment Announcement # 2024-01

**POSITION TITLE:** BuRRT MANAGER  
**SALARY RANGE:** \$35.63 - \$57.04  
**FLSA/UNION STATUS:** Not Covered/Not Covered  
**POSITION STATUS:** Classified Full Time  
**PERIOD TO APPLY:** Open Until Filled  
**SUPERVISOR:** Executive Director  
**WORK LOCATION:** Buckman Road Recycling and Transfer Station (BuRRT)

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**PURPOSE** This 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 reports to the Executive Director.

### JOB DUTIES AND RESPONSIBILITIES

The BuRRT Manager:

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 along with MRF contractor end markets for recyclables or when no existing market is available. Coordinates with the MRF contractor the development of new markets. Ensure the quality of material sorted meets the standard of the Agency and end markets.
6. Maintains the MRF operation and residual rate at a level acceptable to management.
7. Responsible for the green waste recycling program, including the mulching (grinding) operation.
8. Responsible for the HHW collection center operations, including contract oversight and regulatory compliance.
9. Interacts daily with general public and BuRRT customers, answers questions and complaints concerning the BuRRT operations.
10. Develops and maintains weekly and monthly production reports for the BuRRT operations.
11. Identifies and secures potential suppliers of recyclables.
12. Researches and obtains available grant funding for special programs and projects.
13. Prepares, performs, and implements facility maintenance procedures and programs. Coordinates with equipment maintenance supervisor for repair and maintenance of heavy equipment.
14. Develops and implements BuRRT policies and procedures.
15. 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.
16. 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 closed executive sessions.
17. Ensures compliance with procurement processes for requisitions and purchase orders; enforces contract provisions related to the BuRRT operations.
18. A member of the evaluation committee for request for proposals, request for bids, and statement of qualifications.
19. Reviews consultants' designs, reports, plans, and specifications related to the transfer station, material recovery facility, HHW collection center, and recycling programs.
20. Reviews request for payments submitted by consultants and contractors for work performed at BuRRT.

21. Assists in the preparation of the Agency's annual budget including capital improvement projects, capital outlays, revenue projections, and performance measurements.
22. Responsible for the building fire alarm and sprinkler systems.
23. Serves as coordinator for free collection events.
24. Promotes excellent customer services; incorporates customer service into the employees' overall responsibilities.
25. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education/Experience:** Requires a Bachelor's degree in environmental science, business administration, engineering, or a closely related field. Requires at least six (6) years of progressively responsible professional level work in transfer station and recycling operations or a related field with at least three (3) years in a managerial position. Supervisory experience is a must. Experience working with government is highly desirable. A Master's degree in public administration or a related field is equivalent to two (2) years of experience. Demonstrated experience in developing and administering programs is highly desirable.

**Certification/Licensure/Registrations:** Requires a valid New Mexico driver's license or obtain within one (1) month of hire. Requires an NMED Transfer Operator certification, Recycling certification and Compost Facility Operation certification, or obtain within one (1) year of hire. Requires an NMED Utility Operator Certification for constructed wetlands systems, or obtain within one (1) year of hire. Requires a 30-hour OSHA General Industry training (29 CFR 1910), or obtain within six (6) months of hire. Requires a 24-hour OSHA Hazwoper certification, or obtain within one (1) year of hire. Requires First Aid and CPR certifications within one (1) year of hire.

**Special Conditions:** Must pass a drug and alcohol screening prior to employment and randomly thereafter. Must wear PPE as required.

**Knowledge/Skills/Abilities** Requires coordinating or determining time, place, or sequence of operations or activities based on analysis of data or information and implementing and reporting on operations and activities. Strong organizational 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 knowledge. Requires monitoring 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, standing, climbing, stooping, bending, lifting, and working at heights; also involves exerting between 20 and 50 pounds of force on a recurring basis. Requires considerable skill, adeptness, and speed in using fingers, hands, and limbs in tasks involving close tolerances or limits of accuracy.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

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 may involve confined spaces.

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### **HOW TO APPLY**

Submit employment applications to:

Human Resources Officer  
Santa Fe Solid Waste Management Agency  
149 Wildlife Way  
Santa Fe, NM 87506-8342

Resumes will be accepted in addition to the SFSWMA employment application. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to the application.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.