Job Description

Position:	**Assistant Director of Operations**	**Position Status:**	**Full Time**
Departments:	**Landfill/Site & Facilities**	**FLSA Status:**	**Exempt**
Reports To:	**Director of Operations**	**Revised:**	**January 2025**

DEFINITION:
Under general direction, plans, directs, supports and monitors the employees and operations of the landfill and site and facilities maintenance. Develops, proposes, and manages approved budgets of each department; makes recommendations for improvements of the business activities, performs a variety of administrative and technical tasks relative to assigned departments and ensuring efficient department operations and compliance; provides technical assistance to the department supervisors and Director of Operations.

DISTINGUISHING CHARACTERISTICS:
This is a management position with oversight responsibility of the assigned departments. Responsibilities include performing administrative and technical tasks and managing a wide variety of functions and staff engaged in comprehensive waste management activities and leading special projects as delegated by the Director of Operations. Positions at this class level serve as a member of the ReGen Monterey management team and provide advice and counsel to the Director of Operations regarding strategic objectives and problem-solving issues relating to the assigned Department. This position is a member of the Management Bargaining Unit.

CLASSIFICATIONS DIRECTLY SUPERVISED:
Directly supervises assigned department supervisors (2) and secondarily supervises assigned department staff of 20-22 employees.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Plans and manages day-to-day operations of assigned department(s) in compliance with environmental compliance regulations as well as employee health and safety regulations.
- Directly, and through proper management of the Landfill Operations Supervisor(s), ensures proper spreading, coverage, and compaction of non-hazardous solid waste; oversees operational compliance with existing permits, policies, and applicable local, state, and federal regulatory specifications on the use and development of the non-hazardous waste disposal site.
- Collaborates with Landfill Gas, Engineering & Compliance and other ReGen departments on cross-department permitting, reporting, auditing and inspections, and projects to meet ReGen objectives. Supports construction projects, remodels, and other special projects, when assigned.
- Performs a variety of tasks related to the management of efficient operation of each of the assigned departments in coordination with or as assigned by the Director of Operations.
- Plan, prioritize, assign, manage, review, and direct the work of staff responsible for landfill operations, and site and facilities maintenance operations.
- Personnel management: establish department goals and objectives that support ReGen's mission and strategic objectives; periodically report on departmental performance; manage employee performance, completes annual performance appraisals for assigned staff, coach and assist in

development of department supervisors Identify staff training needs and ensure employees educational and training needs are met. May provide direct training to assigned staff.

- Establish schedules and methods for providing site and facility maintenance services; identify resources needs; review needs with appropriate management staff; allocate resources accordingly.
- Develop departmental policies and procedures; make recommendations for improvements to existing standards, ReGen policies, and procedures; implement and enforce approved policies.
- Monitor contract administration and projects including contractor performance, when assigned.
- Participate in the preparation and administration of the budget for assigned departments; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; and monitor and report on budget expenditures.
- Monitor, maintain inventory records, and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Prepares reports for submission to regulatory agencies, coordinates with government agencies regarding hazardous materials control and management.
- Conducts accident investigation of accidents occurring in assigned departments in collaboration with Safety Manager. Analyzes department safety data and develops long and short-term strategies to improve adverse accident and injury trends.
- The position requires excellent people, personnel management, time management, business management, written communication, and verbal communication skills.
- All ReGen Monterey positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of

- Materials, methods, equipment, procedures, and practices used in landfill operations.
- Applicable County, State, and Federal laws, codes, and ordinances related to the proper disposal of solid waste. and laws, rules, and regulations governing local agency waste material diversion.
- Knowledge of methods for identification, handling, disposition and management of hazardous waste materials.
- Operations, services, and activities of site and building maintenance, repair, and construction program.
- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Leachate, condensate, groundwater system operations and maintenance, and compliance monitoring and reporting; groundwater control systems, storm water run-on/run-off control systems, and related systems.
- Understanding of electronic scale operations and best practices to maintain operations.
- Principles and practices of safety and risk management.
- Sound customer service practices and procedures.
- Employee relations practices.
- Principles of supervision, management, and general administration.
- Office procedures, methods, and equipment including computers and applicable software applications. such as word processing, spreadsheets, and databases.

Ability to

- Hold self and others accountable for required work output and standards and ensure that effective controls and contingency plans are in place.
- Lead and/or facilitate difficult conversations, when necessary, with staff at all levels.

- Structure the department in an organized, efficient manner and accurately identify the resources and time scales needed to meet objectives.
- Effectively solve problems and make decisions; develop and recommend systems and procedures related to assigned operations.
- Provide supervision, training, and work evaluations for assigned staff and actively assist employees in the identification of their learning and development needs.
- Organize, implement, and direct site maintenance and limited facility maintenance operations and activities; and, when assigned, support management staff on contracted facility maintenance activities.
- Prepare cost estimates, establish budgets, and control expenditures.
- Effectively interpret and explain ReGen policies, programs, and services with employees, the public, and representatives of other agencies.
- Read and understand construction drawings, plans and specifications.
- Operate standard office equipment including computer applications, such as MS Office (Word, Excel, Outlook, PowerPoint and databases.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

TRAINING, EDUCATION AND EXPERIENCE:
Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of varied and responsible experience in landfill operations required, including at least three (3) years in a landfill management position. Familiarity with landfill operations and related site maintenance activities, business management, landfill gas (LFG) collection/delivery systems, and scale house operations required.

Two years of college level course work in business, management, engineering, or a related field. Associate's degree required or equivalent combination of education, training, and minimum of 7 years of experience performing a similar role may substitute.

SPECIAL REQUIREMENTS:
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles. Continued possession of a valid California Driver's license and compliance with established ReGen vehicle operation standards, including on-going insurability to drive ReGen vehicles, are conditions of employment.
- SWANA "Certified Manager of Landfill Operations" or similar certification required within 12 months of employment and must always maintain current.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
Frequently stand and walk on flat and uneven surfaces, stairs, steps and ladders; sit for extended periods in meetings or at desk; vision sufficient to read printed material, visual displays terminals normal range; hearing sufficient to conduct in person and telephone conversations; verbally communicate in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office and ReGen grounds; ability to drive a vehicle; manual dexterity and hand-eye coordination sufficient to write, regular use of telephone, computer, radio, and other standard office equipment.

Mental Demands
While performing the duties of this class, employees are regularly required to use oral communication

skills; read and interpret data, information, and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of ReGen management and personnel, and the public.

Work Environment

Work is performed in an office environment and outdoors on approximately a 50/50 basis; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous materials and conditions; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description, and I understand the requirements of this position.

Employee Name (Print)	**Date**
Employee Signature	