



Job Description

Position:	Director Operations	FLSA Status:	Exempt
Department:	MRF / Landfill Operations	FTE:	Full Time
Reports to:	General Manager	Revised:	July 2024

DEFINITION:

Under general direction from the General Manager, plans, directs, organizes, integrates and provides oversight of ReGen Monterey's Materials Recovery Facility (MRF), equipment maintenance, site and facilities maintenance, landfill operations; scales operations, landfill gas operations, and Household Hazardous Waste (HHW) operations; directs and manages the development of short and long-term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution; ensures all assigned operations and functions serve the needs of ReGen Monterey, while complying with applicable laws and regulations; responsible for maximizing the environmental management of resources; provides highly responsible and complex operations support to the General Manager.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for coordination, integration and short and long-range planning of a wide variety of functions related to solid waste processing, recycling and diversion programs for ReGen Monterey. Incumbents work at an advanced professional level on complex and specialized solid waste-related operations, recycling activities, facilities, programs, and services, which include formulation and implementation of programs and financial budgets. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving ReGen Monterey's mission. Positions at this class level serve as a member of ReGen's leadership team and provide advice and counsel to the General Manager regarding strategic policy and problem-solving issues relating to the assigned Departments and ReGen's overall. A person appointed to the Director of Operations classification is an "at-will" employee.

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.

- Oversee and is responsible for planning and execution of all aspects of solid waste and recycling operations including processing, recycling/diversion, scheduling, expansion and renovation of processing facility, and customer service.
- Oversee logistics, material preparation and export compliance of collected materials and manage all aspects of commodity sales and related contracted services.
- Oversees and is responsible for the planning and execution of all aspects of the operation and maintenance of ReGen Monterey's landfill; oversees proper compliance with specifications on the use and development of disposal site, ensures proper operations compliance with health and safety regulations.
- Participates in the development and implementation of goals, objectives, policies, and priorities of ReGen Monterey's operations.
- Plans, organizes, controls, integrates and evaluates the work of assigned departments to ensure services comply with the policies and strategic direction set by the General Manager, Board of Directors and all applicable laws and regulations.
- Recommend and enforce State waste reduction/recycling regulations and other policy issues, including safety policy and procedures.



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- Manages the development, revision, and implementation of policies and procedures for ReGen Monterey's solid waste and recycling/diversion operations.
- Drafts budget for assigned departments.
- Reviews and assesses all program production data; measures program effectiveness; prepares quarterly and annual data reports.
- Assists in the preparation of Requests for Proposal (RFPs) for equipment and services; represents the division in negotiations with vendors and service contractors and participates in contract administration in disputed contractual matters.
- Prepares staff reports and letters, including reports for presentation to Board of Directors.
- 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 Monterey employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

SUPERVISORY RESPONSIBILITIES:

The incumbent in this position provides direct supervision of the operations department managers and has oversight of multiple departments and indirect supervision of approximately 100 assigned department employees.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

- Through subordinates, supervises the safe and efficient handling and disposal of solid waste, including household, industrial, infectious, medical, and household hazardous materials; provides oversight ancillary solid waste operations, including equipment maintenance and repair, recycling, and enforcement of refuse disposal laws.
- Coordinates solid waste processing operations with engineering staff to ensure the success of new programs and facilities; analyzes field operations and formulates improvements to ensure compliance with federal and state regulations; performs long-range planning for staffing needs, equipment replacement, and other operational requirements.
- Provides oversight to HHW program and organics recycling program, including food waste collection, yard waste processing, mulch/compost marketing and other waste reduction processing such as scrap metal, electronic waste, mattresses, and scrap tires.
- Prepares tonnage reports and makes recommendations regarding change in fees.
- Organize and optimize the structure of the assigned departments, adjusting in accordance with workloads and new/changing functions.
- Maintain contact with various governmental and regulatory agencies, industry related agencies, and represent ReGen Monterey at public and professional organizations functions.
- Selects and trains operations staff; assists management staff in resolving the most difficult operational problems; establishes productive standards and measures staff performance; accordingly, prepares annual performance plans, evaluates performance, and reviews performance evaluations prepared by subordinate managers. Collaborates with human resources with disciplinary actions.
- Directly or through subordinates, responds to complaints from ReGen Monterey customers by explaining and enforcing applicable laws and regulations; participates in public workshops to explain and generate support for proposed projects and facilities; may address the Board of Directors to answer questions about issues or proposals related to ReGen Monterey's operations.
- Oversees and participates in the annual review and revision of ReGen Monterey's fee structure; develops strategies and approaches for evaluating fee change alternatives; directs the development and recommends proposed fees; attends and participates in public meetings; oversees the implementation of new fees following board approval.
- Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address ReGen Monterey's financial needs; advises the General Manager



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regarding policy issues, programs and projects to meet ReGen Monterey and customer needs; advises and assists the General Manager in identifying, articulating and implementing policies, programs and projects.

- Participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with ReGen Monterey's interests and needs; represents ReGen Monterey as requested or assigned in dealings with stakeholders in ReGen Monterey's service area, and with other industry and governmental agencies and professional organizations.
- Participates in major negotiations with contractors, consultants, vendors, collective bargaining and other public agencies.
- Participates in regional, state, national and other professional meetings and conferences to stay abreast of trends and technology related to ReGen Monterey's operations, particularly in areas of assigned accountability.

Knowledge of and Ability to:

The following generally describes the knowledge and ability required to successfully perform the assigned duties.

Knowledge of:

Principles and practices of recycling and diversion program operations, solid waste management and landfill maintenance practices and procedures; local, state and federal regulations pertaining to environmental management of landfills and public works systems or landfill operations; California Environmental Quality Act (CEQA); principles and practices of budgeting, effective management, supervision, evaluation and training; health and safety regulations. Proficiency in the use of Microsoft Office suite (Excel, Word, Outlook and PowerPoint) is required.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; understand highly regulatory issues (current and proposed) and appropriate permitting for solid waste facilities, recycling operations and programs; negotiate with the best interest of ReGen Monterey; work independently with minimal supervision; manage and evaluate the work of others; prepare clear and concise plans, specifications, and technical reports; interpret and apply applicable federal, state, and local policies, laws, and regulations; present proposals and recommendations clearly, logically and persuasively in public meetings; develop and implement appropriate procedures and controls; exercise sound, independent judgment within policy guidelines; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; research, analyze, and evaluate new service delivery methods and techniques; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

TRAINING, EDUCATION AND EXPERIENCE:

A Bachelor's degree from an accredited college or university with major course work in environmental planning and management; environmental studies; solid waste planning or a related field is required.

Experience:

- Ten to 15 years of broad and progressively responsible work experience in recycling program operations, transfer station management, or combined and related experiences.
- A minimum of five years of recent experience in solid waste management and/or in the operation of mixed waste processing facility or a single-stream material recovery facility or operation of a landfill is required. **OR** work experience in a management position with a private or public agency



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responsible for solid waste management, recycling/diversion or landfill operations to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

License or Certificate:

- Possession of or ability to obtain a certificate of Manager of Landfill Operations (MOLO) issued by the Solid Waste Association of North America (SWANA) is desired.
- Possession of a valid California driver's license is required.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; occasionally bend, stoop, lift and/or carry objects weighing up to 25 pounds individually. Employees are occasionally required to walk and stand on even and uneven surfaces, grounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of ReGen Monterey management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Special Demands

Must be able to actively participate in public meetings, including giving presentations in person and on camera before the Board of Directors and members of the public.

Work Environment

Employees work under typical office conditions, and the noise level is usually quiet, occasional exposure to dirt, grease, foul odors and other outdoor elements.

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