



A Tradition of Stewardship  
A Commitment to Service

**COUNTY OF NAPA**  
Human Resources  
1195 Third Street, Suite 110  
Napa, CA 94559  
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

## **Solid Waste Program Manager**

*An Equal Opportunity Employer*

### **SALARY**

\$45.09 - \$54.82 Hourly    \$3,607.20 - \$4,385.60 Biweekly    \$7,815.60 - \$9,502.13  
Monthly    \$93,787.20 - \$114,025.60 Annually

**OPENING DATE:** 01/25/19

**CLOSING DATE:** 02/22/19

**JOB TYPE:** Full Time

**Job Category:** Environmental Services

**DEPARTMENT:** Planning, Building & Environmental Services

**LOCATION:** County Administration - 1195 Third Street, Napa

### **THE NAPA VALLEY**

#### **PLEASE READ THIS BULLETIN IN ITS ENTIRETY**

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

## **COUNTY OF NAPA AS AN EMPLOYER**

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

## **THE POSITION**

***This recruitment is being conducted to fill one full-time vacancy. The list established by this recruitment may be used to fill future full-time, part-time, limited term, and extra help vacancies for up to one year.***

Under general direction the Solid Waste Program Manager, plans, coordinates, implements, and oversees the solid waste programs, including the Local Enforcement Agency (LEA), medical waste, body art, waste tire grant and related projects and initiatives; directs, coordinates, and monitors the work of assigned staff, consultants, vendors, and contractors; and performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to County staff, boards, committees, and outside agencies. This position serves as manager of the Local Enforcement Agency.

## **The Recruitment Process:**

1. Applications are due by 5:00 P.M., Friday, February 22, 2019.
2. Applications will be reviewed for minimum qualifications the week of February 25, 2019.
3. Applicants who meet the minimum qualifications will have their supplemental responses scored by subject matter experts tentatively the week of March 4, 2019.
4. Only the most qualified from the review of supplemental questions will participate in an Oral Panel Interview. Oral Panel Interviews are tentatively scheduled for the week of March 18, 2019. Human Resources will notify you via email to self-schedule yourself for an interview, if you qualify.
5. Only the most qualified candidates from the Oral Panel Interviews will be placed on the eligibility list and referred to the hiring manager for further consideration.

*Human Resources reserves the right to add, change or delete steps during the recruitment process.*

**EXAMPLE OF DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Manage the Local Enforcement Agency, including implementing and enforcing state requirements for the solid waste enforcement program administered by the LEA; plan, organize, and perform complex and specialized work in the regulation and enforcement of solid waste facilities under the State Enforcement Program; manage the solid waste programs including the medical waste, body art, and waste tire grant programs; manage and participate in the development and implementation of program goals, objectives, policies, and priorities; recommend and administer policies and procedures; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels; plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems; participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; oversee and participate in the development and administration of the program budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; ensure that program expenditures and cost estimates are adequately documented and monitored throughout the program area; review and approve program expenditures; implement adjustments; coordinate and implement solid waste and recycling franchise agreement requirements; coordinate rate review analysis for County solid waste and recycling franchisee agreements; implement the County medical waste inspection and enforcement program; conduct monthly inspections of solid waste facilities and the transfer station; conduct annual inspections of all solid waste hauler vehicles to ensure compliance with state regulations; investigate and respond to complaints regarding solid waste dumping and the operations of solid waste facilities; develop recommendations and instructions for correction of violations or deficiencies as determined by investigation or inspection; oversee corrections to ensure remediation compliance; coordinate, present, and prepare agenda items regarding LEA enforcement activities to the Board of Supervisors, County Planning Commission, Solid Waste Task Force, CalRecycle, and CalEPA; interpret regulations and policies relative to solid waste facilities and compliance issues; consult with various state agencies regarding enforcement and remediation issues; direct the preparation and processing of quarterly and annual fee billings; investigate reports of solid waste closed, illegal, or abandoned sites; oversee the required submittal of remediation plans; coordinate and respond to required state audits and evaluations of the LEA enforcement program; review documentation and prepare permits for solid waste facility operations; represent the County at various meetings, regulatory agencies, and hearings regarding solid waste facility operations; prepare the annual enforcement grant application and fiscal audits; prepare correspondence and reports; maintain records and documentation on LEA enforcement program activities; attend and participate in professional group meetings; maintain current knowledge and awareness of relevant legislation, regulations, and state policies; incorporate new developments as appropriate; revise LEA operating procedures as necessary; respond to and resolve difficult and sensitive citizen inquiries and complaints; perform related duties as required.

### **TYPICAL QUALIFICATIONS**

#### KNOWLEDGE OF:

Operational characteristics, services, and activities of assigned program areas.

Principles and practices of program development and administration.

Business principles and practices for the program area.

Project management techniques and principles.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Methods and techniques of technical, administrative, and financial report preparation and presentation.

Principles and practices of contract administration.

Principles and practices of environmental health inspection, regulation and enforcement.

Principles and practices of environmental science and technology related to solid waste.

Public information and public relations practices and methods.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

#### SKILL TO:

Oversee and participate in the management of a comprehensive program that includes a series of interrelated projects or functional areas of significant depth and complexity.

Plan, organize, direct, coordinate, and evaluate assigned programs.

Plan, schedule, and review the work of assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Participate in the preparation and administration of budgets.

Interpret and apply federal, state, and local policies, laws, and regulations.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

Plan and administer the Local Enforcement Agency's solid waste enforcement program.

Conduct inspections, analyze findings, develop recommendations, and oversee remediation process.

Respond to public information matters in an appropriate and effective manner.

Represent the County before regulatory agencies and other groups on solid waste enforcement matters.

Make effective presentations before large and small groups of people.

Work independently with a minimum of supervision.

Prepare and maintain clear, concise, and comprehensive records and reports.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

**ABILITY TO:**

Work primarily in a standard office setting with some travel from site to site and exposure to an outdoor field environment.

Work extended hours including evenings and weekends.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach, and twist.

Lift, carry, push, and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of increasingly responsible program management experience including two years of administrative and supervisory and/or senior or lead staff responsibility related to environmental health regulation and enforcement. Experience in solid waste enforcement project management is desirable.

**Education:**

A Bachelor's degree from an accredited college or university with major course work in public health, environmental health, a basic science, or a field related to the program area.

**License or Certificate:\***

Possession of a valid driver's license.

Possession of a valid certificate as a Registered Environmental Health Specialist issued by the State of California.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,  
Napa, CA 94559

EXAM #60906-01-23-2019  
SOLID WASTE PROGRAM MANAGER  
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## Solid Waste Program Manager Supplemental Questionnaire

- \* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. **Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.
- Yes   No
- \* 2. Describe the specific Solid Waste programs (*including landfill, transfer stations, composting, body art, medical waste, hazardous waste, waste tire grant*) in which you have experience that would be applicable for the position?
- \* 3. What is your knowledge of, or experience with, electronic inspections reports, State or local web based electronic data submittal, or electronic file management?
- \* 4. Do you possess the required valid certification as a Registered Environmental Health Specialist issued by the California Department of Public Health?
- Yes   No
- \* 5. If you responded "yes" to question #4, please provide your REHS (Registered Environmental Health Specialist) certification number. If you responded "no" to question #4, please respond "N/A."
- \* Required Question