

- Monitors the activities of the Solid Waste Contractor to ensure that the terms and conditions of his contract are being fulfilled; performs annual commercial solid waste vehicle inspection and permits
- Maintains working liaison with federal, state, and parish regulatory agencies to ensure that the Parish maintains compliance with various laws and regulations regarding solid waste collection and disposal and sewage collection and treatment
- Assists in the completion of the annual audit by providing requested financial documents and records
- Monitors community sewer construction projects to ensure that contract conditions are being fulfilled in a cost effective and timely manner
- Prepares the annual "Request for Statements of Qualifications and Cost Proposals" from interest contractors to provide solid waste collection and disposal services in the Parish; reviews responses received and recommends firms warranting consideration to the Director of Public Works
- Performs public information/promotion services through the development of recycling public service announcements, brochures, other publicity efforts; addressing civic organization regarding the Lafourche Parish Recycling Program
- Receives and resolves citizen complaints, concerns, and questions regarding the solid waste and nuisance abatement program
- Provides training and direction to division staff to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, conducts employee performance evaluations, makes recommendations for promotions, layoffs, terminations, and wage increases; determines manpower shortages and facilitates the creation of new positions within the division

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all division records and reports
- Assists the Emergency Preparedness/Risk Manager, as needed
- Serves as a member of outside affiliated boards and commissions, as assigned
- Serves as computer network manager; provides technical assistance to parish personnel in basic operation and function of personnel computers and parish computer network
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Directly supervises four (4) employees in the Solid Waste Division. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of solid waste collection and disposal. General knowledge of local government responsibilities and programs associated with the transportation, handling, and occurrence of hazardous waste and other air and water pollutants desirable.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, required to work around moving mechanical equipment and may be occasionally exposed to wet/humid conditions, air-borne particles, fumes, and/or toxic or caustic chemicals. The noise level in the occasional outdoor work environment is usually moderately noisy.