



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Environmental Manager

**LOCATION:** Solid Waste

**HIRING RANGE:** \$65,513 - \$72,227/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 7:00 am – 3:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Environmental Manager

**DEPARTMENT:** Solid Waste

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Manages the landfill gas collection, conveyance and power generation systems, environmental monitoring/reporting systems; and air permitting for the Snell Road and Sunnyview Landfill facilities and Public Service Commission (PSC) pipeline compliance.

### **ESSENTIAL FUNCTIONS:**

1. Manages the operation and maintenance of landfill gas collection, pipeline conveyance, flares, and power generation systems and facilities.
2. Manages long-term care and maintenance activities for the Snell Road and Sunnyview Landfill facilities.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve,

and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Prepares and administers the landfill gas and monitoring/long-term care annual budgets.
2. Facilitates procurement of technical, professional and legal services and administers contracts.
3. Schedules, coordinates and supervises the duties of County and contract personnel for operations, maintenance and monitoring activities.
4. Prepares periodic operational reports of system performance for publication and presentation to the Winnebago County Solid Waste Management Board.
5. Reviews monthly power generation rate data to ensure that revenues conform to provisions of the Utility Power Purchase Agreement.
6. Coordinates electrical power interconnection with utility company.
7. Completes and maintains all State and Federal permit reporting requirements for the electric power generation system and air quality emissions.
8. Purchases materials, products and services in accordance with County procedures.
9. Oversees the maintenance and repair of landfill gas/leachate collection and conveyance systems.
10. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Director of Solid Waste.
2. Supervises Environmental Technician and Solid Waste Mechanical Technician.
3. Works with general public, consultants, contractors, vendors, and other County department staff.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's Degree from an accredited university or college in engineering, environmental science or related field.
2. Three years or more relevant work experience. Previous supervisory experience is preferred.
3. A combination of education and experience that provides the skills necessary to perform the job may be substituted for the education or experience requirement.
4. Possession of State of Wisconsin Department of Natural Resources Facility Manager Certification or the ability to obtain certification within 12 months of employment.
5. Possess current valid Wisconsin driver license and minimum auto insurance coverage as required by County.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working knowledge of operation and preventative maintenance of stationary equipment related to landfill gas systems.
2. Considerable experience or skill in operating and maintaining internal combustion engines, AC electrical generating equipment, mechanical rotating equipment and gas compression machinery.
3. Knowledge of and ability to use test instruments, monitors and diagnostic equipment.
4. Knowledge of the National Electrical Code and the National Electrical Safety Code.
5. Ability to work efficiently and responsibly with a minimal amount of supervision.
6. Ability to communicate effectively in oral and written form.
7. Ability to develop effective working relationships with others

8. Ability to perform cost/benefit analysis, analyze a variety of data, organize information and maintain accurate records.
9. Computer skills including familiarity with Microsoft Office applications and the ability to learn and use the County's financial software.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in normal office setting
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.