



Deputy Director- Solid Waste

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$91,645.00 starting...**

If our **Deputy Director- Solid Waste** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



JOB TITLE: Deputy Director – Solid Waste

GRADE 17

DEPARTMENT: Solid Waste

FLSA STATUS: Exempt

REPORTS TO: Director of Environmental Management

GENERAL DEFINITION OF WORK:

Performs professional and administrative work planning, coordinating and directing, landfill and recycling operations. Direction is provided by the Director of Environmental Management. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for the operations, compliance and activities of all Solid Waste facilities.
2. Plans, organizes, assigns and supervises the receiving, disposing, compacting, and covering of solid waste.
3. Conducts regular inspections of landfill sites to ensure that work being performed is in accordance with state and federal regulations.
4. Responsible for operations and monitoring of closed facilities for compliance with Federal, State and regulations.
5. Responsible for the development and enforcement of Solid Waste Ordinances, Rules, and Regulations and prepare updates for consideration by the Board of County Commissioners.
6. Responsible for implementing and maintaining a cost-effective recycling program, special waste/recycling activities and preparing new goals and initiatives to advance these programs.
7. Establishes work priorities and schedules. Delegates assignments to subordinate staff.
8. Development and execution of goals/objectives for Department.
9. Reviews sick leave usage, vacations, personal leave and employee evaluations.
10. Provide information to the Consultants for the design and review of plans and specifications for solid waste projects.
11. Assist County Staff with the design of solid projects as required.
12. Responsible for the development of RFP for services as required for Solid Waste operations.
13. Responsible for the development of regulatory plans, i.e. ground water monitoring, volatile gas plan, closure plans, discharge permits, and others to meet State, Federal and local regulations.
14. Responsible for all permits required by Federal, State and local regulations for the operations of the Solid Waste facilities.
15. Enforces safety rules and accident prevention procedures and develops a departmental safety program to provide a safe environment at all Solid Waste Facilities.
16. Investigate alternatives for disposal and reuse. Investigate and work with engineers and consultants, to establish landfill areas to develop and schedules work accordingly.
17. Prepares Operating and Capital budget. Monitors expenditures.
18. License Solid Waste handlers in Washington County.
19. Prepares specifications for bidding on equipment and services.
20. Participates in updates of County Solid Waste Plan and other ordinances with Planning Department.
21. Reviews and approves requisitions, billings and purchase orders.
22. Prepares and maintains necessary reports for reporting and accounting.
23. Monitors for and diverts disposal of waste not acceptable at County facilities. Works with industry in an advisory capacity for proper disposal of these wastes.
24. Investigates citizen and regulatory complaints and remedies same.

25. Participate in union negotiations.
26. Manage all design and construction projects for the Department.
27. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to plan, maintain and manage efficient solid waste operation.
2. Knowledge of current practices, methods and procedures for collecting, sorting and marketing recyclable materials;
3. Comprehensive knowledge of local, state and federal regulations relating to landfill operations and related environmental rules and regulations;
4. Ability to design, review and analyze plans and specifications for the operation, maintenance and construction of facilities;
5. Ability to formulate comprehensive operational policies and procedures;
6. Ability to prepare technical reports;
7. Ability to establish and maintain effective working relationships with state, local and federal officials, associates, subordinates, contractors and the general public.
8. Excellent communication skills and ability to write and interpret technical documents.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required, MBA preferred. Advanced study in Environmental Engineering or Civil Engineering strongly preferred.
2. Registered Professional Engineer (preferred).
3. 5 to 10 years managing solid waste operations including sanitary landfill operations preferred.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined in the ability to see, read, talk, hear and handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling is required. Have the ability to traverse rough terrain.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license

Revised: 09/2016, 01/2019, 08/2026

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

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
OPEN UNTIL FILLED**