



Madison County Vacancy Announcement

Operations Administrator Solid Waste Department

Position Summary:

The Operations Administrator will be responsible for assisting in the day-to-day operations in the Solid Waste Department. This position will work directly with the Solid Waste Director to provide support with coordination, planning, administration, training, enforcement, and logistics to all areas within the Solid Waste Department. The Operations Administrator will be responsible for inspecting properties, responding to, and investigating complaints, maintaining records, preparing reports, ensuring convenience sites comply with safety standards, and serving as back-up solid waste worker for some positions within the solid waste department. Work is performed under the supervision of the Solid Waste Director.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

Submit an NC State Application with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County HR Office, 107 Elizabeth Lane, Marshall, NC. Can be mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. And can be emailed to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Assists with informing the public of Solid Waste laws and Ordinances.
- Assists Solid Waste Director with property inspections and determinations regarding applicable solid waste fees.
- Maintains records of various inspections, investigations, etc.
- Ensures that safety compliance guidelines are met by Solid Waste Staff.
- Participates in daily operations of Solid Waste sanitation programs.
- Assists with checking solid waste cards.
- Initiates investigations into illegally dumped trash.
- Fills in as needed throughout the Solid Waste Department
- Assists with training new hires.
- Assists with developing departmental policies and procedures.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively in both oral and written formats.
- Working knowledge of laws and ordinances related to solid waste, collection, care and disposal.
- Working knowledge of, or the ability to learn, the geography of Madison County
- Adequate knowledge of safety practices concerning the handling of solid waste
- Ability to maintain accurate records concerning daily activities, calls, and investigations.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Exercises good judgment and initiative
- Works with minimal supervision and direction
- Ability to operate Solid Waste Department equipment.
- Must be a team player.

Education and Experience:

Graduation from High School or GED required. Previous experience working in law enforcement and/or solid waste preferred but not required.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Requires corrected vision and hearing to normal range. Must be able to communicate with clients. Requires manual and finger dexterity and hand-eye coordination. Requires lifting/carrying up to 50 pounds using appropriate body mechanics and equipment, with reasonable accommodation if needed. Ability to communicate by way of the telephone and two-way radio with participants, customers, vendors, and staff.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

Salary:

Salary Range - \$27,874.00 - \$41,811.00, dependent upon education and experience.

This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.