



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**MANAGING LANDFILL ENGINEER**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Integrated Waste Management  
**LOCATION:** Countywide  
**SALARY:** Range 81 \$5364 \$5638 \$5917 \$6215 \$6522\*\*  
Plus 10% premium pay for possession of Certificate of Registration as a Professional Engineer

**\*\*BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County (EPMC reported as wages). Medical Plan – 100% of employee and dependent monthly premium paid on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Under the supervision of the Department Head, plans, organizes, administers and manages the operations of the County's integrated waste management programs so as to minimize the County's reliance on contracted professional consulting services including, but not limited to, regulatory compliance and reporting, hazardous waste, recycling, waste reduction and diversion, household hazardous waste programs, and landfill operations, will provide professional solid waste and landfill engineering assistance to the County Solid Waste Management program; and to perform related work as assigned. May be assigned engineering projects in other program areas.

**ESSENTIAL JOB DUTIES:** Directs and coordinates the operation of solid waste facilities to obtain maximum efficient utilization; plans, prepares, and administers revisions and updates to the County Solid Waste Management Plan and other planning documents required under the Integrated Waste Management Act, as necessary; interprets and assures compliance with State and Federal solid waste regulations and minimum operating standards; assures environmental monitoring systems are maintained and monitored, including systems for methane gas recovery, water monitoring and air quality testing, and designs and oversees installation of such systems as required; prepares technical monitoring reports for submittal to the State/ Federal regulatory agencies, and is familiar with CEQA requirements; assists with the development and expenditure of the division budget; prepares special and recurring reports, grants, proposals and contracts, disseminates to Department personnel and external agencies; recommends and implements changes to existing Departmental policies and procedures.

Works with the County Counsel to develop solid and hazardous waste and fee ordinances for presentation to the public and the Board of Supervisors; inspects the operation of landfill and transfer station operations to ensure compliance with regulatory minimum operating standards; reviews and performs advocacy related to legislative and regulatory proposals for effect on County operations; evaluates and makes recommendations and prepares various planning documents, closure plans, and site life calculations regarding the County Landfills; prepares and files reports to regulatory agencies as required in association with Solid Waste facility operations.

Prepares reports for submittal to the State Board of Equalization on a quarter basis, prepares required reports pursuant to AB 939 for submittal to the State; makes presentations to the Board of Supervisors and represents the department in meetings with governmental agencies, professional, business and community organizations, and the public regarding solid waste issues (including proposed gate & disposal fee adjustments); assists in the development, implementation and

enforcement of Department policies and procedures; provides technical expertise and support for employees and consultants; prepares a variety of periodic and special departmental reports for submittal to the various State/ Federal regulatory agencies and prepares departmental correspondence. May be assigned responsibility for supervising staff.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Possession of a certificate to practice as a registered California Civil Engineer. Must possess three years of professional civil engineering experience with emphasis in landfill operations or solid waste management.

**Knowledge of:** Principles, practices, and methods of civil engineering as applied to the planning, designing, construction and operation of Landfills, Transfer Stations and related systems; methods, materials, and equipment used in Landfill construction; principles and methods of solid waste management; principles, methods and regulations governing design and operation of solid waste facilities; laws and regulations affecting solid waste facilities and related operations, including County ordinances, codes and related regulations; principles and practices of program management, including program and budget development and implementation, cost and management analysis, and employee supervision; research methods; grant and contract administration practices; principles and practices of solid waste management, including recycling, resource recovery and source reduction; administrative practices and policies including personnel administration and budgeting.

Knowledge of the reporting format for a Joint Technical Document (JTD), Landfill Closure/Post Closure Maintenance Plans, Report of Disposal Site Information (RDSI), Source Reduction and Recycling Element, Non-Disposal Facility Element, Siting Element, Subsurface Reports, Summary Disposal Reports, Countywide or Regional Integrated Waste Management Plans.

Knowledge of governmental budgeting principles, and principles of employee supervision and discipline.

**Ability to:** Plan, design, and supervise the construction and operation of landfills and transfer stations; prepare accurate plans, specifications, cost estimates, and comprehensive engineering reports; establish and maintain project files and records including financial records; prepare clear and concise reports; analyze complex problems, evaluating alternatives, and making sound recommendations, and do so in a manner that minimizes costs to the County and its citizens; exercise sound independent judgment within general policy guidelines; work cooperatively with those contacted in the course of work. Ability to stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work.

Plan, organize, manage, supervise, and coordinate employees and consultants; prepare and manage budgets, develop and administer grant applications and contracts, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures; develop, implement and interpret goals, objectives, policies and procedure; represent the County effectively in meetings with others. Communicate clearly and concisely, both orally and in writing; Interpret budgetary and financial statements; Use computers effectively for word processing and records management.

**Special requirements:** Must possess a valid operator's license issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

**APPLICATION:** **This recruitment will remain open until position has been filled.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case- basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Positions are assigned to a work site based upon the needs of the County. The Department Head, on a case-by-case basis, may temporarily or permanently reassign positions to another work site as deemed necessary.