

## Western Kane County Service District #1 Operations Manager

The WKSSD#1 is hiring an Operations Manager. This posting is open until 11 Oct. 2017. The duties of the manager are to oversee all SSD Solid Waste personnel, activities, equipment and property. The Manager will receive all calls for service from the accounting office and dispatch all trucks and equipment. The Manager will maintain a working relationship with city and county administrators to assure their solid waste needs are met. The Manager must be proficient with computers, databases, using and applying technology for problem solving and increased efficiency in SSD operations. The duties include ensuring calls for service are handled in a timely manner, and it will be his duty to resolve all issues with solid waste service in the covered areas. The SSD manager will do a wage and compensation analysis yearly and report the findings to the SSD Board. The manager will sometimes need to think outside of standard practice to ensure future SSD needs planned for strategically and not in a crisis fashion. The Manager will ensure the efficient, effective and responsible use of all SSD funds and with the assistance of the accountant will prepare and follow the yearly SSD budget. The Manager will prepare a long range landfill usage, needs and equipment plan. Manage all SSD personnel to ensure a safe positive working environment for all SSD employees and the public while on SSD property. If needed the manager will counsel employees quarterly or monthly to ensure satisfactory job performance and document the counseling sessions. The Manager will report to the SSD board on equipment status, personnel status and landfill usage and space monthly or more often as needed. Obtain certifications and training or education requirements as required by state law. Ensure that operators meet all drug testing, certification, and license requirements of state law. The Manager will work with cities and towns, and entities to ensure function of "over the air TV broadcasts" function as allowed by circumstances. Other tasks and duties as need dictates. Salary range \$45000+ based on experience and education. Benefits after probationary period will include salary, medical and retirement. Please email a resume to [tim.esplin@gmail.com](mailto:tim.esplin@gmail.com).