

**RESOLUTION TO ADOPT NEW JOB DESCRIPTIONS FOR
SOLID WASTE PROGRAM MANAGER RANGE 2228
AND ASSOCIATE ENGINEER RANGE 2456**

WHEREAS, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Public Works Director R. Perreault requested the Human Resources Director to assist in creating new classifications for Solid Waste Program Manager range 2228 and Associate Engineer range of 2456 classifications; and

WHEREAS, the Human Resources Director met and conferred with Operating Engineers regarding the new classifications and salary ranges. The Union has no objections to approve adding these job descriptions to the current General Unit's Memorandum of Understanding Appendix A, classification list.

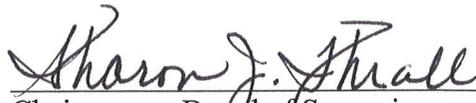
NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

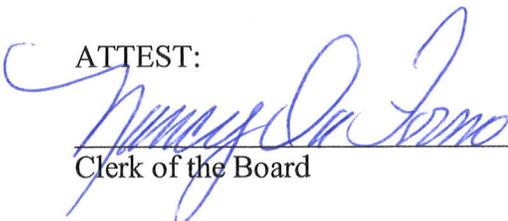
Approve this Resolution to add these job descriptions to the County's Classification Plan and the General Unit of OE3, and amend the Position Allocation for Budget Year 2016/2017 to reflect the following:

<u>PUBLIC WORKS #20521</u>	<u>FTE</u>
Solid Waste Program Manger	0.5
Associate Engineer	0.5

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 4th day of October, 2016 by the following vote:

AYES: Supervisors ENGEL, GOSS, SIMPSON, SWOFFORD, THRALL
 NOES: Supervisors NONE
 ABSENT: Supervisors NONE


 Chairperson, Board of Supervisors

ATTEST:

 Clerk of the Board

SOLID WASTE PROGRAM MANAGER

DEFINITION

Under general direction, works independently and with local solid waste personnel, local/state regulators and franchise contractor personnel to ensure solid waste programs meet State requirements and related regulation and legislation. Monitors and generates grant applications and reports on solid waste programs, conducts basic environmental sampling to ensure compliance, and organizes and participates in periodic recycling, hazardous waste and other special events. Organizes and participates in programs designed to increase diversion of solid waste, including office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification responsible for working with state and local regulators, including CalRecycle employees and the Local Enforcement Agency (LEA) as well as franchise contractor personnel to manage the solid waste programs of the County. This classification will ensure that the solid waste program not only meets the needs of the County, but also State and federal requirements and regulations.

REPORTS TO

Assistant Director of Public Works; Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

SOLID WASTE PUBLIC MANAGER - 2

EXAMPLES OF DUTIES

- Collaborates extensively with the County's Solid Waste Franchise Contractors;
- Collaborates and communicates with representatives of CalRecycle and, as necessary other Federal, State and Local Agencies that have solid waste-related interests;
- Develops and coordinates community awareness programs; initiates contact and works with citizens, businesses and public entities to increase awareness of matters pertaining to waste reduction, recycling, and proper disposal of special wastes and household hazardous waste;
- Receives and responds to inquiries, requests for assistance and complaints regarding solid waste and recycling programs. Investigates complaints and coordinates with other Departments having jurisdictional or stakeholder interests in such matters; proposes corrective actions; studies operational functions and recommends improvements;
- Prepares reports and correspondence; researches and analyzes technical information for projects;
- Makes oral and written recommendations to site staff or other government officials;
- Monitors, inspects, and investigates the effectiveness of pollution control programs and devices at landfills. Performs routine environmental sampling.
- Prepares draft Agenda requests, as directed.
- Prepares grant/loan applications, as directed.
- Prepares periodic reporting of solid waste and recycling programs, including facility inspections;
- Maintains hard copy and computer files of waste sampling, recycling and other diversion program information.
- Understands federal, state and district laws, rules and regulations as they relate to existing or proposed solid waste and recycling programs.
- Assists contractors, engineers, consultants, and local jurisdictions with solid waste issues as needed.
- Maintains the Department's Solid Waste Program website by collaborating with the Department's webmaster;
- Compiles data on revenue and expenditure, costs, transfers, inventory and assists in preparation of assigned budgets; all in collaboration or under direction of the Department's Fiscal officer;
- Prepares, reviews or processes payment claims, as necessary;
- Performs various office duties as necessary, including entering data into the computer and maintaining electronic and paper files, reviewing incoming correspondence, preparing a variety of letters, correspondence, fiscal or statistical reports.
- Performs related duties as required.

SOLID WASTE PUBLIC MANAGER - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

TYPICAL WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees will often interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The incumbent of this position must have the ability to work independently as the performance of duties frequently requires work off-site. May supervise lower level department employees as assigned. Frequently coordinates with members of the Department of Public Works – Maintenance Division.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures relating, or relevant, to the Plumas County Solid Waste Program;
- Principles and practices of public information and education programs;
- Waste audits, waste characterization studies, and methods to reduce and recycle solid waste;
- General knowledge of waste collection, separation, transportation, recycling, and disposal operations;
- Collaboration and communication concepts and principles;
- Modern office practices, methods and computer equipment and programs;
- Record keeping principles and procedures;
- Computer applications related to the work;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

SOLID WASTE PUBLIC MANAGER - 4

Ability to:

- Develop, analyze, interpret, and apply laws related to solid waste and recycling;
- Communicate effectively in written and oral form with staff, the public, industry professionals, local officials, and regulators;
- Follow safety practices and procedures;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Use English to communicate with and maintain effective working relationships with those contacted on the job;
- Work independently as well as a team member;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret various materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- Make accurate mathematical and statistical computations;
- Establish and maintain effective working relationships with those contacted on the job.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in environmental science, geography, engineering, chemistry, or physics, or a related field.

OR

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

Special Requirements: Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

ASSOCIATE ENGINEER

DEFINITION

Under general supervision, perform a variety of difficult and complex technical and paraprofessional civil engineers tasks in the field and office; performs work related to management, planning, design, construction, and maintenance of County public works projects and daily departmental operations; provides project oversight; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; provides oversight of professional services and construction contracts.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Assistant Engineer in that this is an advanced journey – level class in the engineering series requiring a professional license.

REPORTS TO

Assistant Director of Public Works or Director of Public Works.

CLASSIFICATION DIRECTLY SUPERVISED

May provide technical and functional direction to technical and office support staff as needed.

ASSOCIATE ENGINEER - 2

EXAMPLES OF DUTIES

- Plans, designs, and inspects various phases of civil engineering public works construction projects, including defining the scope of the project; performing historical document research and review; surveying; and engineering analysis of alternatives.
- Prepares plans, specifications, and cost estimates; performs research, map and field studies, and surveys.
- Drafts site plans with specialized computer software; applies engineering principles and practices to specific problems; coordinates construction schedules with other projects and agencies, prepares and reviews cost estimates, and inspects construction of projects to ensure compliance with construction documents.
- Tests soils and other materials; procures engineering supplies; and performs other related planning and design work.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with improvement requirements; checks plans for conformance with regulations; reviews engineering calculations of other engineers or engineering technicians; participates in pre-design, construction, and utility coordination meetings; and issues construction permits.
- Provides construction oversight and inspection of public works construction projects, including coordinating work with other divisions and County departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Provides technical direction and training to other engineering and technical staff.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public in person, via telephone or other means of communication regarding grading, encroachment permits, right-of-way and property line information, improvement plan check, and payment processes.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

ASSOCIATE ENGINEER_ - 3

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds as necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DESIRED QUALIFICATIONS

Knowledge of:

- Civil engineering principles, techniques, policies, and procedures.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles, practices, and methods of Civil Engineering as applied to the design, construction and maintenance of roads, airport, solid waste, water quality, and other Public Works facilities.
- Pertinent State, Federal, and local laws, regulations, and ordinances related to public works engineering.
- Preparation of designs, plans and specifications for the development of roads, bridges, drainage, erosion control, and public works facilities.
- Construction methods, materials and equipment.
- Proper inspection methods and procedures.

ASSOCIATE ENGINEER_ - 4

Knowledge of - continued:

- Computerized drafting methods and systems.
- Principles of project development and coordination.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation;
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies and procedures.

Ability to:

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct reviews of engineering studies and prepare reports with recommendations.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Read, interpret, apply, and explain technical written material and complex laws, codes, regulations, ordinances, and County engineering policies and procedures.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other County departments and agencies as required.
- Coordinate and direct construction contractors while inspecting work within County Right of Way to obtain approved work standards.

ASSOCIATE ENGINEER - 5

EDUCATION AND EXPERIENCE:

Qualifications needed for this position:

Four (4) years of increasingly responsible, full time, Civil Engineering experience in planning, development, construction and maintenance of Public Works facilities at a Journeyman Engineer level,

AND

Bachelor's Degree with major work in Civil Engineering and must be a licensed Engineer.

Special Requirements:

Must possess a valid driver's license at time of application and obtain a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

