



SUSTAINABLE RESOURCES ADMINISTRATOR

Department: Planning and Public Works
Job Class #: 158400
Pay Range: Executive 07

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is a highly responsible, senior division management position. The Sustainable Resources Administrator is responsible for planning, organizing and directing the activities of the waste reduction and recycling, disposal operations, public outreach, environmental education, and code enforcement programs and staff in the Sustainable Resources Division, and for leading sustainability initiatives for Planning and Public Works.

ESSENTIAL FUNCTIONS:

- Manage, supervise and coordinate activities of the Sustainable Resources Division; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate supervisors, lead workers, professional, technical and administrative staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences
- Initiate disciplinary action and responds to grievances at the first or second level, as appropriate; assist with the resolution of sensitive labor relations issues and support the County negotiations with bargaining units.
- Oversee recruitment, hiring, training, performance and disciplinary action of staff, subject to personnel policies and practices of Pierce County.
- Oversee the development of local solid waste regulations and procedures in conformance with federal, state, and local government requirements.
- Make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Ensure consistent interpretation and application of laws, rules, policies and procedures
- Negotiate and manage contract agreements with private vendors responsible for managing and operating County-owned solid waste, composting, and recycling facilities.
- Oversee the development and implementation of waste reduction and recycling and solid waste disposal programs and the Tacoma-Pierce County Solid Waste Management Plan.
- Oversee the development and implementation of the County’s environmental education and public outreach programs.
- Oversee the development and implementation of the County’s Code Enforcement Program enforcing the broad range of land use and environmental controls prescribed by Pierce County Code Titles 18 through 20 (inclusive) and Pierce County Code Chapters 8.08 and 8.10.
- Receive and implement the authorities of the “Director” defined by Pierce County Code 18.25.030 and delegated via Pierce County Code chapter 18.140 and Department Delegation of Authority standards.
- Oversee the development and implementation of the Department’s Sustainability Plan. Advise management and staff throughout the Department on options to incorporate sustainable practices into daily tasks and project design/delivery. Represent the Department in countywide sustainability planning efforts.
- Research, analyze, and evaluate environmental and land use legislative actions on the local, state, and federal level.

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ESSENTIAL FUNCTIONS: (continued)

- Coordinate and work with other County departments, local cities and towns, the Tacoma- Pierce County Health Department, other regulatory agencies, and the Solid Waste Advisory Committee.
- Assist in the development, measurement, and execution of the mission, goals and objectives of the County, department, division, and individual work groups.
- Research, plan, and implement long range strategic plans for infrastructure development, including the long-range planning of facilities expansion and improvement of services to the County. Represent Division and/or Department interests in the development and administration of comprehensive land use plans and community plans.
- Develop organization structure of the division and assure responsibility, authority, and accountability of each work unit is clearly defined.
- Develop, implement, and monitor division budget. Monitor budget through review and analysis of invoices, payroll, accounting reports and other data.
- Prepare and/or review projections for cash flow needs and oversee the development of complex rate and cost-of-service analysis.
- Propose and implement “service level ordinances” which compel specific waste reduction and recycling practices, mandate specific financial and capital investments by private-sector service providers, and impact service fees paid by residents and businesses to private sector companies.
- Coordinate the development of grant applications and initiates the implementation of grant funded programs.
- Identify the need for consultants or outside service providers; negotiate contract agreements with vendors, engineering consultants, service providers, and with other governmental agencies or municipalities.
- Monitor contract agreements; provide support and coordination of legal resources; and may evaluate and recommend appropriate course of action in litigation.
- Participate in the department’s development of the strategic planning and asset management program.
- Conduct reviews of county facilities to ensure improvements are included in the department’s operating and capital budget. Perform capital construction programming, project development of county solid waste facilities.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Coordinate, prepare and deliver presentations to the public, County Council and Executive, upon request.
- Maintain positive working relationships with other governmental agencies and departments, community social services agencies, public and private officials, and the general public.
- Meet with public or other interested groups to discuss operations and maintenance of infrastructure facilities and/or other aspects of the County’s sustainable resources program.
- Review, analyze, and solve problems within area of responsibility. Prepare reports outlining the status and issues involved.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This classification works under the general direction of the Director of Planning and Public Works or their designee. This position requires considerable exercise of independent judgment, discretion, and initiative and will have a high degree of contact with County, state, federal agencies, elected officials, vendors, consultants, engineering or construction firms, and private individuals or interest groups. This job class provides supervision over the Code Enforcement Section, reduction and recycling, disposal operations, public outreach, and environmental education programs.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and in the field at various locations. Travel to various job sites or to attend meetings is required. Work is subject to normal office noise and when working at field sites, is subject to inclement weather conditions, hazardous fumes or odors, debris, and uneven terrain.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Governmental organization rules, regulations, and process.
- Solid Waste activities and relevant laws and regulatory agency requirements including federal and state laws, rules, and regulations.
- Land Use planning and code enforcement and relevant laws and regulatory agency requirements including federal and state laws, rules, and regulations.
- Engineering practices and procedures necessary to plan, develop, finance, operate, and maintain solid waste facilities and capital projects.
- Principles of effective solid waste management, waste reduction, recycling, composting, digestion, incineration, land filling, and long-hauling practices.
- Principles of effective land use planning, development, and effective enforcement practices.
- Effective customer communications practices, public engagement techniques, and environmental education practices.
- Principles and practices of public administration, project delivery, organization and personnel management.
- Principles and practices of public and private utility ratemaking.

Skill in:

- Use and operation of a personal computer.
- Public relations activities to include speaking before large groups, drafting news releases and stories, articulating division goals and projects to the media, the County Council, or other governmental official.
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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skills in: (continued)

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and effective problem-solving.
- Defusing potential hostile or aggrieved customers.

Ability to:

- Administer and manage Sustainable Resources Division operations according to federal, state, laws, regulations, department policies and procedures, and adopted plans.
- Effectively assign, evaluate, train, and supervise professional, technical, and administrative staff.
- Plan, develop, implement, and monitor divisional budget; approve purchases, and prepare routine project status reports.
- Plan, develop, and implement long and short range goals, strategic plans, and asset management program.
- Establish and maintain effective working relationships with all levels of an organization, with officials of public and private organizations, and with the general public.
- Work under stress and pressure and respond to crisis or emergency situations.
- Make critical decisions involving large, complex, technical and financial transactions including exercising judgment in developing, applying, and interpreting department policies and procedures.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Assign, evaluate, and supervise professional, technical and administrative staff, including subordinate supervisors.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four year college or university with a Bachelor's degree in civil engineering, business or public administration, or related field, plus six (6) or more years experience in the management of environmental or land use projects or programs, or related field is required. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.