



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Chief of Solid Waste Territorial

EXEMPT

SALARY: Commensurate with Experience

DEADLINE: Open Until Filled

SUMMARY: Leads the implementation of the Solid Waste vision in the Territory and is responsible for the safe, reliable, and efficient operation of the Authority's solid waste system, including collection services, landfills, transfer stations, convenience centers, recycling, and special waste programs. This role ensures continuity of essential public services, protects public health and the environment, and maintains compliance with applicable laws and regulations.

Oversight and accountability of the Solid Waste Division includes all facets of daily operation and strategic planning, project management, selection, evaluation and advisement, including, but not limited to, quality assurance; staff supervision and development; active monitoring; fiscal accountability; and comprehensive planning, organizing, scheduling, directing, and coordinating all the activities of the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee daily solid waste operations, including residential collection, landfills, convenience centers, transfer stations, recycling, and special waste programs.
- Ensure consistent service delivery and rapid response to service disruptions, equipment failures, or operational emergencies.
- Establish operational priorities to maintain system reliability and protect public health.
- Ensure appropriate staffing, supervision, and scheduling of solid waste personnel.
- Oversee operation and maintenance of landfills, convenience centers, and transfer station facilities.
- Ensure compliance with permit conditions, operational plans, and environmental controls.
- Coordinate waste acceptance, disposal practices, and site safety.

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- Support long-term landfill planning and operational sustainability.
- Ensure compliance with all solid waste regulations, permits, consent decrees, and environmental requirements.
- Coordinate closely with the Chief Regulatory Compliance Officer on inspections, reporting, corrective actions, and enforcement matters.
- Ensure accurate documentation, monitoring, and regulatory reporting.
- Address violations, incidents, or findings promptly and effectively.
- Oversee operational use and care of solid waste equipment and vehicles.
- Work with the CAO on fleet maintenance, replacement planning, and asset tracking.
- Identify equipment needs and prioritize replacements based on operational impact and safety.
- Promote safe and efficient use of Authority equipment.
- Collaborate with the Chief Projects & Program Management Officer to support solid waste capital projects.
- Provide operational input on project planning, design, sequencing, and commissioning.
- Ensure projects meet operational needs and minimize service disruption.
- Participate in project reviews and readiness assessments.
- Coordinate with the CFO to align resources with operational priorities.
- Identify funding needs for operations, maintenance, and capital improvements.
- Support grant-funded solid waste initiatives as required.
- Lead, develop, and hold accountable solid waste staff and supervisors.
- Promote a culture of safety, professionalism, and accountability.
- Ensure compliance with workplace safety standards and training requirements.
- Support recruitment, training, and retention of skilled solid waste personnel.
- Lead solid waste emergency response efforts related to natural disasters, fires, equipment failures, or service interruptions.
- Coordinate with internal teams, emergency management agencies, and external partners.
- Ensure staff preparedness for emergency operations and continuity planning.
- Provide regular operational updates to the Executive Director.
- Prepare reports and briefings related to solid waste operations, risks, and performance.
- Support Board and executive briefings as requested.
- Exercises full operational authority over solid waste functions.
- Works collaboratively with Engineering, Wastewater, Regulatory Compliance, Finance, CAO, and CPPMO.
- Retains operational control while supporting enterprise coordination efforts.
- Escalates operational, safety, or regulatory risks to the Executive Director.

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Management Responsibilities:

This exempt position requires independent decision-making and autonomy in the discharge of duty. It is a professional, executive role with respect to the subject matter described herein. This position is thus outside the purview of the Virgin Islands Wrongful Discharge Act, and said employees can be terminated at any time with or without cause. No property right to employment exists, and any offer of employment may be withdrawn without notice or cause, subject to the rights and remedies available to employers and employees under United States and Virgin Islands law.

EDUCATION AND EXPERIENCE:

- B.S. degree in management, engineering, business, or a science.
- M.S. degree, or an MBA, is highly desirable.
- Seven (7) to ten (10) years of relevant Solid Waste operations experience, including at least two to four years of experience managing Solid Waste operations or a utility.
- Equivalent combinations of education and experience will be considered.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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