



Virgin Islands Waste Management Authority
Job Vacancy Announcement
Director of Disposal Operations
St. Thomas/St. John

SALARY: \$85,000.00

DEADLINE: April 27, 2018

Director of Disposal Operations – Responsible for planning, organizing, and directing Regulatory Compliance, Engineering, Contract Administration/ Negotiation, and Project Management work for solid waste disposal operations. Also, responsible for providing high-level managerial coverage including long-range planning, establishing and directing related programs. Oversees the management of the daily operation, maintenance and regulatory compliance of the disposal operations in the territory. Responsible for ensuring the efficient operation of Authority disposal units.

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 employee 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 No property right to employment exists and any offer of employment may be withdrawn without notice or cause, subject to the rights and remedies available to employers and employees under United States and Virgin Islands law.

DUTIES AND RESPONSIBILITIES:

Include the following with other duties as assigned.

- Actively participate in annual strategic planning sessions. Facilitate the provision of services to citizens or other departments.
- Perform long-range planning for staffing needs, equipment replacement, and other operational requirements. Advise the Senior Management Leadership Team regarding the impact of proposals or operations.
- Participate in the creation and update of departmental policies, SOPs, and Permit modifications.
- Coordinate with managers and supervisors in preparation of annual fiscal operating budgets.
- Analyze field operations and formulate improvements to ensure compliance with federal and state regulations. Assure compliance with all permits.
- Prepare or review written reports and make corresponding presentations. Participate in public workshops to generate support for proposed projects.
- Decide the overall work direction for the staff and their various areas of responsibility. Ensures that staff receive proper training and that a career development strategy is implemented to prepare future leaders.



- Coordinate solid waste collection and recycling operations in conjunction with planning engineering consulting staff to ensure the success of new programs on St. Thomas, St. Croix and St. John.
- Oversees the performance of the hauling, bin site, and convenience center contractors and/or staff and enforces Authority contracts, safety rules and/or permits as appropriate.
- Represent the division in negotiations with vendors and service contracts, and participates in contract administration.
- Represent the division to the public in matters related to collection recycling operations, and other innovative waste diversion methods.
- Responsible for Debris Management which consist of debris collection, site management, mulching and composting operations, and preparation for final disposal.

EDUCATION AND EXPERIENCE:

- Degree from a 2-year accredited college or university is required with ten years of landfill disposal experience including at least three years as an operations manager, managing landfills.
- OR***
- Degree from a 4-year accredited college or university with five years of landfill disposal experience including at least two years as an operations manager, managing landfills.
 - Experience in engineering and landfill construction.
 - Landfill operator certification is required.
 - Experience with reading and interpreting construction drawings.
 - Frequent travel between all three islands (Virgin Islands) is required.
 - Valid Virgin Islands License is required.

Submit a letter of interest along with a resume to:

Director of Human Resources
Virgin Islands Waste Management Authority
P.O. Box 1689
Kingshill, St. Croix USVI 00851

Virgin Islands Waste Management Authority is an Equal Opportunity Employer