

Job Posting...

Warren County, Tennessee Government is seeking a full-time Director of Sanitation. Responsibilities include all aspects of solid waste collection and disposal for Warren County and the School System. Management duties include budget development and administration, hire/supervise/train department employees, and overseeing the daily operations of all Convenience Centers. Supervisory duties also include preparing work schedules for full-time and part-time employees within department. The Department currently employs 5 full-time and 22 part-time employees. The Director will carry out policies, procedures, and programs related to both short-term and long-term strategic plans to improve waste management and recycling. Essential to the position is staying updated on all federal, state, and local ordinances regarding solid waste management and working cooperatively with other agencies to maintain compliance with regulations. Must prepare and provide reports to the County Executive as requested. Other duties as assigned.

Starting salary is \$45,000-50,000/year with benefits.

Minimum education, experience, and skills includes:

- High School Diploma or Equivalency
- Knowledge of modern office procedures, computer programs, and equipment. The ability to operate computer and other related office equipment for preparing invoices, spread sheets, payroll approval, inventory, and reporting.
- Basic knowledge of heavy equipment operation
- Must possess or acquire a Commercial Driver's License (CDL) within three (3) months of hire date
- Possess a strong mechanical aptitude to trouble shoot, maintain and service all department vehicles and equipment
- Good oral, written and interpersonal skills.

Preferred education, experience, and skills includes:

- Associate's Degree or higher from an accredited institution
- Two years of supervisory, management, and/or budgetary experience.
- Five years of heavy equipment operation experience.
- Five years of direct solid waste management experience

Working Conditions:

Work is accomplished both in the office and at departmental facilities. Outside of office, walks over uneven terrain and is exposed to unpleasant odors, hazardous chemicals, pests, high wind and dust levels. Required to perform manual labor as needed. In office, uses computer, telephone, and other office equipment. Frequent high mental, visual and auditory concentration required. Stands, walks, bends, and reaches continually. Frequently drives vehicle. May be exposed to all types of weather conditions when working in the field. Must be prepared to provide solutions and serve the public. (con't)

Applications may be found on the County Executive's webpage (<http://warrencountytn.gov/executive.asp>) or at the office (201 Locust Street, Suite # 1). Completed applications, with a résumé and any other attachments, must be submitted to the Warren County Executive's Office either in-person or via e-mail by noon on Monday, January 14, 2019.

Interviews will begin in January 2019 with employment starting in February 2019.

For more information contact: County Executive Jimmy Haley
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Warren County, Tennessee Government provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.