



Manager III (Recycling and Refuse Services)
Montgomery County Government
Department of Environmental Protection
2425 Reddie Drive, Wheaton, Maryland 20902

Salary Range: \$86,401 - \$152,940

The mission of the [Department of Environmental Protection \(DEP\)](#) is to enhance the quality of life in our community by protecting and improving Montgomery County's air, water, and land in a sustainable, innovative, inclusive, and industry-leading way while fostering smart growth, a thriving more sustainable economy and healthy communities. DEP is committed to the full inclusion of all qualified individuals and values diverse perspectives, lived experiences, and cultures. DEP encourages BIPOC (Black, Indigenous, and people of color), immigrants, women, LGBTQIA+, individuals with disabilities and veterans to apply.

DEP is seeking an experienced individual to serve as a full-time [Manager III](#) (Section Chief) in the Department of Environmental Protection, Recycling and Resource Management Division, Recycling and Refuse Services Section. This position is responsible for the overall management of the Recycling and Refuse Services Section and administers the ongoing performance of the Refuse, Recycling and Yard Waste collectors, and the Section's employees, including managers, supervisors, inspectors, and support personnel. Additionally, the position is responsible for planning, budgeting and implementing continuous operations improvements while assuring the quality of all County provided residential recycling and refuse collection services as well as the enforcement and prosecution of County laws controlling the collection and disposal of recycling and refuse. The Manager III will apply a racial equity lens when establishing policies and implementing projects and programs to ensure the inclusion of diverse groups, especially underserved/underrepresented communities.

Key responsibilities include, but are not limited to:

- Serve as Contract Administrator of all County provided recycling and refuse collection services contracts.
- Prepare, defend, and control fiscal year budgets for the Recycling and Refuse Section.
- Plan, budget and implement improvements in the methods for contracting and monitoring the performance of contractors, the methods for evaluating service performance of contractors, the methods for evaluating service performance and the types of recycling and refuse services that will be provided.
- Implement and evaluate new collection services and programs (Pay-as-you-Throw, food scraps, textiles, electronics, etc.).
- Integrate racial equity and social justice considerations into new and enhanced programs.
- Evaluate the effectiveness of business processes and service delivery. Identify and direct the major changes necessary to accommodate rapid changes in information technology.
- Measure customer behaviors (recycling rates, contamination rates, use of containers and recycling bins, etc.)
- Provide management and supervision of the Recycling and Refuse Services Section supervisors, field, and support staff.
- Administer effective monitoring, enforcement, and prosecution of County solid waste laws with emphasis on inspection of collection vehicles and prevention of collection noise violations. This involves close coordination with the County Attorney's Office and the managers of solid waste and recycling contracting companies.

The ideal candidate will have strong problem solving and decision-making skills. The successful candidate should have demonstrated ability to effectively communicate orally and in writing, as well as handle communications and negotiations with tact, resourcefulness, and good judgement, even in confrontational situations.

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

This position requires possession of a valid driver's license and the ability to drive a County vehicle to conduct and attend meetings and presentations, perform work at locations outside the office, and participate in other work-related duties.

To ensure a positive workplace and to comply with federal, state and County laws, the incumbent is responsible for completing mandatory trainings within the first three to six months or within the specified timeframe.

MINIMUM QUALIFICATIONS

Experience: Five (5) years of progressively responsible professional experience in refuse or recycling collections management, operations management related to environmental programs or areas, environmental facilities management, environmental sustainability, or recycling and waste reduction management. At least one (1) year must be experience in contracts management.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

License: Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PREFERRED CRITERIA:

There are NO Preferred Criteria Assessments. All Applicants will be reviewed by the Office of Human Resources (OHR) for minimum qualifications. Those applicants who meet minimum qualifications will be rated "Qualified", placed on the eligible list, and may be considered for an interview. Employees meeting minimum qualifications of the same grade or higher will be placed on the Eligible List as a "Transfer" candidate and may be considered for an interview.

Preference for interviews will be given to applicants with the following:

- Experience managing complex recycling or refuse collection services, solid waste programs, or solid waste operations.
- Experience in and knowledge of Federal, State, and County solid waste management laws, principles, policies, procedures, and regulations.
- Experience recognizing and analyzing problems and developing a course of action for improving and/or innovating processes to achieve efficiency and effectiveness.
- Experience developing, defending, implementing, and managing multi-million-dollar budgets, contracts and engaging in procurement activities.
- Experience in personnel management including team building, performance planning, managing, directing, hiring, and supervising the work of subordinate supervisory, professional, administrative, and/or labor/trades personnel in a union environment.
- Experience providing oral communication (such as giving presentations, negotiating and/or enforcing contract terms, etc.) and written communications (such as reports, memos/letters, proposals, etc.) to convey complex and controversial issues to a variety of audiences.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at

<https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>

and click on the "**Search Jobs and Apply**" button.

Read the full job description under the "**Managerial Executive**" Job Category.

The requisition number is **IRC60864**.

Interested candidates must create an online account in order to apply.

This Recruitment Closes December 27, 2023

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.