



# EXECUTIVE STAFF JOB DESCRIPTIONS

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## **EXECUTIVE DIRECTOR**

This position is responsible for all facets of corporation operations, facility direction, and public interface. The Executive Director sets the strategic direction for the corporation and, with subordinate directors, details the tactical plans to carry out the business strategy. This position manages revenue of \$60 million; an expense budget of \$60 million; trust funds totaling \$80 million; seven exempt employees directly and 100+ employees indirectly; and 100+ customers; and is accountable for the financial solvency of the corporation. Develops standards and metrics, and manages performance against the metrics.

## **DIRECTOR OF OPERATIONS**

This position manages a 1,200 acre site, processing 3,000 tons per day Subtitle D landfill; manages a \$25 million expense and capital budget; directly and indirectly manages 50 exempt and non-exempt employees and approximately 50 pieces of equipment; oversees daily operations of the landfill, compost operation, and public drop-off areas. This position prepares and implements all plans for facility construction related to site infrastructure. Develops standards and metrics, and manages performance against the metrics.

## **DIRECTOR OF ENGINEERING**

This position manages a team of engineers and engineering consultants through environmental and construction related activities in support of a 1,200 acre Subtitle D landfill, from permitting to design to ensuring compliance with regulations. The Director maintains all environmental compliance programs related to solid waste, surface water, groundwater, air, and other programs. The position manages the day-to-day operations of the gas collection system and the Leachate Pre-Treatment Facility. Directly and indirectly manages six employees. Develops standards and metrics, and manages performance against the metrics.

## **DIRECTOR OF POLICY AND PROGRAMS**

This position leads the department to increase the level of statewide diversion, re-use, and recycling through educational programs, planning, and program enhancements. The Director maintains and manages all municipal relations, contracts, matching grants, and communications; manages Resource Recovery's external communications including announcements, education, and public awareness; develops and enhances the use of social media to communicate RR's message in this cost-effective medium; develops and advances RR's legislative activities; and takes the lead role in planning, strategy, development, and implementation as outlined in the

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Comprehensive Solid Waste Management Plan. Directly manages six employees. Develops standards and metrics, and manages performance against the metrics.

## **CHIEF FINANCIAL OFFICER**

The CFO manages the Corporation's financial administration including supervising, coordinating, and reviewing all accounting and fiscal activities; coordinating the annual expense and capital budget process. The CFO prepares the Corporation's annual financial statements and footnote disclosures as well as the financial statements and required disclosures for the Corporation's 401(a) Profit Sharing Plan. The CFO is responsible for establishing and maintaining effective internal controls over financial reporting and safeguarding the Corporation's assets. This position also manages the Corporation's procurement system, including competitive and non-competitive procurements, to ensure that the Corporation follows the procurement regulations while maximizing the number and array of bidders on Resource Recovery projects. Directly and indirectly manages eleven employees. Develops standards and metrics, and manages performance against the metrics.

## **DIRECTOR OF SECURITY, BUILDINGS AND GROUNDS MAINTENANCE**

This position is responsible for overall security of facility personnel and assets, including building and area access, perimeter security, theft prevention, vandalism, vendor adherence to corporation rules and regulations, and all other aspects of the operation requiring that facility operations and assets be secure from unauthorized use, access, damage, theft. This position is also responsible for the maintenance and cleanliness of all facilities, including rental property, routine and preventive maintenance, breakdown maintenance, sanitation, landscaping, electrical, plumbing, general construction, and power systems; and adherence to all applicable federal, state, and local requirements. Manage directly and indirectly fifteen employees. Develops standards and metrics, and manages performance against the metrics.

## **DIRECTOR OF INFORMATION SYSTEMS AND BUSINESS ANALYSIS**

This position directs the administration, structure, and implementation of all Corporation Information Systems (IS); provides managerial and strategic analytical support to Corporation departments, managers, directors, and activities. Directly manages one exempt Systems Administrator/Engineer. Develops standards and metrics, and manages performance against the metrics.

## **HUMAN RESOURCES DIRECTOR**

This position guides and manages HR services, policies, and programs to develop a culture of employee involvement and engagement, emphasizing high performance and continual improvement through positive and consistent application of policies and strong customer service. Manages employee relations; recruiting and staffing; performance management; employee orientation/onboarding, development, and training; legal compliance; policy development and documentation; compensation and benefits. Directly manages three employees. Develops standards and metrics, and manages performance against the metrics.