

NEW RIVER RESOURCE AUTHORITY

POSITION DESCRIPTION

ASSISTANT MANAGER

Responsibilities:

This is a management position in the New River Resource Authority organization. This position is responsible for supporting and coordinating operations, making purchases, and supervising staff while assisting the Manager in overall facility management, regulatory compliance, and decision-making. This position is established under the Fair Labor Standards Act (FLSA) and reports to the Manager.

General Duties:

- Assists the Manager in providing direction regarding administrative workflow, procedures, and assignment of projects.
- Supports daily operational tasks and procedures and ensures continuity of operations in the Manager's absence.
- Works with the Manager and Lead Equipment Operator to coordinate operational needs including, but not limited to, staff meetings, safety meetings, staff scheduling, and project planning.
- Assists with the coordination of engineers, contractors, and regulatory agencies to support infrastructure projects, environmental monitoring programs, and permit compliance.
- Assists with budget planning and implementation. This includes issuing purchase orders, collecting all related documentation, and submitting materials to administrative staff for payment processing.
- Assists in preparation of reports, updates, and supporting documentation for the Manager and Executive Director.
- Ensures staff maintain accurate and up-to-date records for DEQ and/or public inspections (permits, safety manuals, etc.).
- Serves as a FOIA Officer for New River Resource Authority.
- Assists with agenda preparation for NRRRA Board meeting.

- Assists with the preparation of budget documents, operational summaries, and related materials.
- Participates in landfill and DEQ inspection activities and supports compliance with applicable regulations.
- Assists with training, mentoring, and development of employees.
- Leads and supports safety programs, including conducting safety meetings, maintaining PPE inventories, and ensuring compliance with OSHA requirements.
- Participates in recruitment efforts, including serving on interview panels and providing input on candidate selection.
- Represents the Authority, as needed, at Board meetings, professional conferences, and inter-agency coordination efforts.
- Other duties as assigned.

Knowledge, Skills and Abilities:

This position must have the following:

- Knowledge of disposal practices, including regulations and general operating practices.
- Possess an understanding of the operation of heavy equipment used for the disposal of solid waste, operation of the Customer Convenience Area, and facility maintenance, along with a thorough knowledge of New River Resource Authority operations and administration.
- Knowledge of New River Resource Authority facilities, practices, permits, and applicable regulations.
- High degree of safety awareness and compliance with equipment maintenance and solid waste programs, including OSHA standards.
- Knowledge of purchasing requirements, NRRRA procedures, and annual budget processes.
- Ability to work effectively with co-workers, contractors, regulatory agencies, vendors, and the public, and to communicate clearly in both oral and written formats.

Education and Experience:

Any combination of education and experience equivalent to completion of high school and at least two years of post high school education/experience. Applicant should possess a working knowledge of waste disposal activities at the Authority's landfill. Applicant must have a thorough knowledge of the Authority's procedures, policies, and facilities.

Safety Sensitive Designation:

Due to the nature of Authority operations, this position may involve safety sensitive functions, including but not limited to the operation of Authority vehicles, heavy equipment, and activities where impairment could pose a direct threat to the health and safety of employees, the public, or the environment. Employees in this role are subject to all applicable safety policies, including drug and alcohol testing requirements.

Special Requirements:

Must have a valid driver's license from the state of residence. Must hold or be eligible to obtain a Commonwealth of Virginia Waste Management Facility Operator Class II Certification.

Salary: Band 4