

HAND COUNTY COMMISSIONERS

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RUBBLE SITE MANAGER

The rubble site is a location owned and operated by Hand County. It is presently located on East 3rd Avenue, just north of the South Dakota Department of Transportation maintenance shop.

The rubble site is a restricted use facility which means that only certain items can be disposed of in the facility and non-acceptable materials must be rejected for disposal elsewhere.

The management of the facility was previously done on a part-time basis by the Hand County Highway Superintendent and his staff. The county commission, upon recommendation of the highway superintendent, have chosen to make this a full-time hourly position.

The manager will answer directly to the county commission but will receive orientation from the highway department. The manager must ensure that the policies and directives of Hand County are followed with regard to property and employee management. The manager will also keep the facility in compliance with South Dakota laws and administrative rules related to operation. The South Dakota Department of Environment and Natural Resources administers and checks compliance of the facility. The manager will ensure that compliance is met. The department may also issue administrative requirements that must be followed as well as guidelines issued by the federal Environmental Protection Agency.

The manager will also be responsible for the care of the facility. Future plans of expansion will require knowledge and abilities to care for new and old trees, fencing, lawn care, and keeping the old and future facility in an orderly and presentable fashion.

The manager and his part-time staff will be required to inspect incoming loads and reject items which are not suitable for deposit in the facility. This will occur outside in the elements which can vary on a daily basis and include times of rain, snow, sleet, or clear skies with very warm temperatures. The staff at the facility may be required to lift objects without assistance of others up to 50 pounds. The staff is also exposed to other hazards and while safety equipment will be provided, there may be items in the deposited materials which could cause injury.

The manager will also manage the receipts of the facility and prepare deposits and reports for the commissioners, auditor or treasurer of the county. A working knowledge of basic bookkeeping and Windows based computer programs is needed. Computer applications including email will be used on a daily basis.

The hours of operation are controlled by the county commission and subject to change without advanced notice. The initial goal is to have the facility open to public access between 8a and 4p daily, Monday through Friday. The manager will work these hours and will need to bring their lunch to work. Part time help will work at the facility on pre-determined evenings and on Saturdays. The manager may be called upon at any time to either consult with subordinate staff or resolve issues at the facility. There may also be special occasions when extra work is needed.

The materials at the rubble site need to be moved by use of a push dozer which is owned by the highway department. The manager must have the ability, or be able to acquire the ability, to operate the dozer in a safe manner and to the satisfaction of the highway department and commissioners.

Light mechanical work may be needed on the dozer, lawn mowers, weed eaters, trimers or chainsaws. More complex mechanical work is done with local businesses. A working knowledge of light mechanics is highly recommended.

The manager, like all other facility employees, will need to have a valid driver's license. A Class A or B CDL is preferred but not required. Opportunities to gain that license may be available. The manager will also attend training on operations outside of the community or online as needed. A county vehicle will be provided for out-of-town travel.

The manager will also work with part-time employees to create a schedule that covers all the needed hours of operation. The manager will inspect the part-time employees work to ensure the facility is operated to standards and that unacceptable materials have not been received during their shifts. The manager will have direct supervision over the part-time employees but will need to consult the commissioners for disciplinary actions.

The entry level pay for the rubble site manager is \$16.00 per hour. If the perspective manager has experience that the county finds to be more valuable, the county is able to change the entry level pay based on that experience.

The manager will work a 40-hour week. Overtime is allowed with permission unless there is an emergency which requires the manager exceeding 40 hours. The manager will earn vacation according to the county's policy which is one week the first year, two weeks the second and beyond. The county also participates in the South Dakota Retirement System, matching 6% of total wages; representing at least another \$2,000 in valued benefit. The vacation policy requires advanced notice and approval. Additionally, the employee will earn sick leave on a monthly basis which covers missed time for illness or medical treatment. The county observes all legal holidays.

The county currently provides full time employees with health insurance through AVERA. The value of the health insurance is currently \$900 per month. Vision and dental insurance are also available on a shared basis. Family coverages are also an option. The county has access to AFLAC supplemental products and offers two life insurance policies. One is provided through the Avera health insurance product; the other is an additional coverage.

Longevity pay is provided after 5 years of employment. The pay is included in the payroll check during the anniversary month. It is treated like payroll with the associated deductions.

Lastly, the manager must have "people skills" and a willingness to work with customers and be hospitable. The manager and other staff may need to assist customers who are unable to accomplish their disposal needs alone. The manager will also need to exercise judgment and diplomacy when rejecting unacceptable items, even if the customer becomes persistent or upset. Problem solving and problem resolution may be needed on a daily basis until customers learn what items are acceptable and those which are not. An effective communicator will be able to achieve this by building rapport and trust with the community members we serve.

Applicants will subject to criminal, civil and personal back ground checks.

If this brief explanation fits your profile, then please complete the application and provide the needed materials to be considered.

Thank you for your interest in working for Hand County.