



UNION COUNTY UTILITIES AUTHORITY

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RESOLUTION NO.: 37 -2013 DATED: June 19, 2013

RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY APPROVING REVISED JOB DESCRIPTION FOR POSITION OF DIRECTOR OF THE DIVISION OF SOLID WASTE ENFORCEMENT AND REVISED TABLE OF ORGANIZATION

APPROVED AS TO FORM:

Joseph C. Bodek
Clerk of the Authority

By: Joseph C. Bodek

APPROVED AS TO SUFFICIENCY OF FUNDS

YES NO NONE REQUIRED
UNION COUNTY UTILITIES AUTHORITY

By: [Signature]

PRESENT ABSENT AYE NAY ABSTAIN MOTION SECOND

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
Badri	1		✓				
Eastman	1		✓			✓	
Erdos	1		✓				
Huff	1		✓				
Kennedy, Secretary	1		✓				✓
Kulish	1		✓				
People, Treasurer	1		✓				
Kahn, Vice Chairman	1		✓				
Jackus, Chairman	1		✓				
Bonanno, Alternate No. 1	1						
Lombardo, Alternate No.2	1						

RESOLUTION NO.: 37-2013

DATED: June 19, 2013

**RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY
APPROVING REVISED JOB DESCRIPTION FOR POSITION OF
DIRECTOR OF THE DIVISION OF SOLID WASTE
ENFORCEMENT AND REVISED TABLE OF ORGANIZATION**

WHEREAS, on January 16, 2013, by Resolution No. 98-2012, the UCUA approved a personnel reorganization; and

WHEREAS, Resolution No. 98-2012 directed the Executive Director to present a revised Table of Organization and revised job descriptions, as applicable and required by the personnel reorganization, with advice of counsel, to the Board of Commissioners for approval; and

WHEREAS, and with advice of counsel, the Executive Director presented a revised job description for the position of Director of the Division of Solid Waste Enforcement, as well as a revised Table of Organization, to the Personnel, Procurement & Insurance ("PPI") Committee for review and approval; and

WHEREAS, following its review and with the advice of counsel, the PPI Committee approves and recommends that the aforementioned job description and revised Table of Organization be approved by the Board of Commissioners; and

WHEREAS, based upon the recommendations of the PPI Committee and the Executive Director, the Board of Commissioners believes that the recommended revisions to the aforementioned job description and Table of Organization are in the best interest of the UCUA and the public.

NOW THEREFORE BE IT RESOLVED, by the Union County Utilities Authority Board of Commissioners as follows:

1. The Authority hereby approves the attached revised job description for the position of Director of the Division of Solid Waste Enforcement.
2. The Authority hereby approves the attached revised Table of Organization.
3. This Resolution shall take effect immediately.

JOB DESCRIPTION

DIRECTOR DIVISION OF SOLID WASTE ENFORCEMENT UNION COUNTY UTILITIES AUTHORITY

SUMMARY:

Plans, organizes, directs, coordinates and evaluates all solid waste enforcement activities for the Union County Utilities Authority. Coordinates and oversees the daily enforcement activities through subordinates to ensure compliance with the Union County District Solid Waste Management Plan.

DUTIES AND RESPONSIBILITIES:

1. Designs, develops, implements, and manages the solid waste enforcement program.
2. Develops and implements division goals, objectives, policy and procedures.
3. Oversees the maintenance of statistical data.
4. Monitors and evaluates enforcement effectiveness and effects changes required for improvement.
5. Makes recommendations to the Executive Director regarding maintains the Division's organizational structure and staffing to effectively accomplish the enforcement goals and objectives of the UCUA.
6. Assists with recruitment, trains, supervises, and evaluates division staff.
7. Oversees the overall operation of the enforcement division reporting to the Executive Director.
8. On behalf of the UCUA interacts various government agencies and personnel, as well as the public regarding solid waste enforcement issues.
9. Plans, develops and implements strategies for enforcement activities.
10. Performs miscellaneous job-related duties as assigned.
11. Oversees the vehicle fleet and issued equipment.
12. Oversees investigative initiatives.
13. Monitors EQEF deposits and distribution as pertains to the UCUA.
14. Assist the Executive Director and/or Comptroller in interacting with the Union County Health Officer, as necessary.
15. Prepare quarterly enforcement reports for the Union County Office of Health Management ("UCOHM").
16. Assist the Executive Director in the coordination, monitoring and dissemination of solid waste enforcement cases to enforcement counsel.
17. When required by the Executive Director, attend quarterly enforcement meetings with Union County per the County Environmental Health Act ("CEHA") and the Shared Service Agreement with Union County.
18. Performs such other duties as are assigned by the Executive Director.

**UNION COUNTY UTILITIES AUTHORITY
TABLE OF ORGANIZATION**

