



**City of Rolla**  
**City Administration**  
rollacity.org / 573-426-6948

## **Director of Environmental Services Search**

### **The Rolla Community**

Rolla, Missouri (population 20,230) was established in 1861 and is the county seat of Phelps County (Pop 44,000) in south central Missouri. Rolla is located on Highway 44 and State Highway 63 and conveniently situated 100 miles from St. Louis, Springfield and Columbia, Missouri.

Rolla is home to the Missouri University of Science & Technology (S&T) and the Phelps County Regional Medical Center (PCRMC.)

Fort Leonard Wood, a Maneuver Support Center of Excellence for the United States Army is 25 miles to the west in adjoining Pulaski County. Rolla boasts a vibrant regional business community, quality public and private schools, well-respected public safety services, strong CIP program, and a quality parks system.

### **City Government**

The City of Rolla is a Third Class City governed by a mayor and twelve council members (among six wards). Mayor Louis J. Magdits, IV was re-elected in April 2022 following 20 years on City Council.

City Council members serve two year staggered terms and have a reputation for stability and cooperation. The Mayor and Council hire a City Administrator whose duty it is to oversee the daily operations of a \$32 million budget employing nearly 180 full-time employees.

All department directors including the Environmental Services Director report directly to the City Administrator.

Rolla Recycling Center



### **Department of Environmental Services Responsibilities**

The Department of Environmental Services is made up of 31 technical and semi-skilled professionals responsible for all City environmental services including residential and commercial solid waste removal, operation of the recycling center and transfer station, hazardous materials disposal, and vehicle maintenance services for the entire City fleet. The Environmental Services Department also coordinates with other key partners including the Phelps Country Landfill Board, composting operation and Solid Waste Management District.

### **New Automated Truck Program**



### **Minimum Qualifications for Director of Environmental Services**

- Extensive knowledge of solid waste collection and disposal, fleet management, and planning; 8 years of progressive experience in environmental services management with no less than 5 years of supervisory experience.
- Bachelor's Degree in Environmental Science, Engineering or related field.
- Possess a valid driver's license and have a good driving record.
- Be able to undergo and pass a medical examination, drug screening and background investigation.

### **Director of Environmental Services Responsibilities**

- Plans and directs all operations of the Environmental Services Department including residential and commercial collection and disposal;
- Directs the supervisors and employees of the Department including hiring, training, managing of all personnel.
- Assists in developing the vision and plans for environmental services with a focus on efficiency of the community as it relates to infrastructure including a comprehensive Capital Improvement Program.
- The creation and maintenance of good working relationships with City Departments, Missouri S&T, Rolla Public Schools, the Chamber of Commerce and downtown business association.

### ***Vehicle Maintenance***



**The Ideal Candidate for Env Services Director**

- Be a strong manager and a leader who is a highly ethical individual with unquestioned integrity and one who possesses the ability to cultivate and build trust within the department, city government and the community.
- Understand, recognize and respect the management and governance of city government and how the Department of Environmental Services fits into overall city functions and the larger management team.
- Possess a management style that is collaborative in nature but someone who also expects to be held accountable for the actions of subordinate personnel and the performance of the department.
- Be sensitive to the needs of the community, city government and employees of the department.
- Have the ability to evaluate resources that are available, understand that resources are not unlimited, and decide how to best utilize those resources in a cost-effective manner.

**The ideal candidate for the position will be a strong manager and a highly ethical leader committed to a professional department.**

- Be committed to the concept that the citizens and businesses are customers and treated with respect at all times. The ideal candidate needs to believe in and truly practice the concept of community service.
- Have a working knowledge of general management skills.
- Including basic accounting principles, budget development and management; knowledge of personnel practices including FLSA/FMLA; have a working understanding of the Missouri Sunshine Law and records management.

**Salary (Salary range \$71,457 - \$94,633)**

The City of Rolla is offering a competitive salary commensurate with experience, along with a comprehensive benefit package (health, dental and retirement).

**How to Apply**

Interested applicants should forward a cover letter and resume to:

City of Rolla  
City Administrator John Butz  
Rolla City Hall  
P.O. Box 979  
Rolla, MO 65401  
[admin@rollacity.org](mailto:admin@rollacity.org)

For more about us, please visit us at:  
**[www.rollacity.org](http://www.rollacity.org)**