



2004 NOKOMIS ST
ALEXANDRIA, MN 56308
OFFICE: 320-763-9340
FAX: 320-763-9342
www.popedouglasrecycle.com

Executive Director

Pope/Douglas Solid Waste Management (PDSWM) is seeking an experienced, visionary Executive Director to lead a multi-faceted, integrated solid waste management system serving a two-county joint powers board. The system includes a waste-to-energy plant, material recovery facility, ash landfill and processing, compost facility, and environmental center (household hazardous waste, recycling, and community education programs).

Position summary

The Executive Director administers all PDSWM facilities and programs, provides leadership and direction to professional and technical staff (50+ employees), and ensures compliance with MPCA, EPA, and other regulatory requirements. The Director works closely with the Board of Directors to develop policy, manage finances, guide strategic growth, and maintain strong relationships with counties, haulers, legislators, and community partners.

Key responsibilities

- Lead and manage operations of the waste-to-energy, material recovery facility, environmental center, landfill, ash processing, compost facility, and related programs through subordinate managers.
- Develop and administer operating and capital budgets; oversee financial management, reporting, and grant funding.
- Provide timely, accurate information and recommendations to the Board; implement Board decisions and directives.
- Direct strategic planning, regulatory compliance, and major construction and capital projects.
- Recruit, develop, and lead staff; ensure effective supervision, training, and performance management.
- Represent PDSWM with legislators, regulatory agencies, media, haulers, community groups, and professional associations.

Minimum qualifications

- Bachelor's degree in engineering or at least four years of related experience, including at least one year as a Department Head of an Environmental Resources Department or MSW processing facility.
- Demonstrated experience in solid waste management, public sector or utility-type operations, or related fields.
- Valid class D driver's license

Knowledge, skills, and abilities

- Strong knowledge of integrated solid waste systems, including combustion, recycling, landfilling, composting, and hazardous waste.
- Proven ability in fiscal management, personnel management, and organizational leadership.

- Excellent communication skills and ability to build effective relationships with boards, staff, agencies, and stakeholders.
- Ability to analyze complex issues, make sound decisions, and implement new methods and technologies.

Compensation and schedule

- Salary range: \$62.466 – \$68.104 per hour; exempt.
- Typical schedule: Monday–Friday, 8:00 a.m. – 4:30 p.m., with additional hours as needed for meetings and events.

How to apply

Interested candidates should submit a cover letter, resume, and references to:

Email: brooke@popedouglasrecycle.com

Mail: Pope Douglas Solid Waste Management
Attn: Brooke Hellerman
2004 Nokomis Street
Alexandria, MN 56308

Application deadline: February 18, 2026

For more information about PDSWM and to view the full job description, visit www.popedouglasrecycle.com

Benefits:

Retirement – Employees of Pope Douglas Solid Waste Management are enrolled in PERA (Public Employee’s Retirement Association). Employees are vested in 3 years. Employee deduction is 6.5% and employer contribution is 7.5%.

Health Insurance - We offer an HSA plan and high option plan for health insurance. With those plans the employee can elect single, single + 1, and family coverage options. Pope Douglas Solid Waste Management does contribute to the HSA plan for employees that elect the HSA compatible plan.

Life Insurance – As a Pope Douglas Solid Waste Management employee you will be covered by \$20,000 of life insurance at no expense. Supplemental coverage is available for you, your spouse, and your dependents.

Other Payroll Deductible Elections Include – Dental Insurance, Vision Insurance, Long Term Disability, Short Term Disability, Group Critical Illness, Group Accident Insurance, Group Hospital Insurance, Healthcare Savings Account, Flex Spending Plan, NCPERS Life Insurance, and Post Employment Health Care Savings Plan.

Employee Assistance Program – Employees have access to an Employee Assistance Program (EAP). It is a voluntary program that can assist employees, their spouse, and dependents with support through access to qualified counselors for various personal and work-related issues.

Vacation – Employees will accrue vacation according to the following schedule:

- 0 - 5 years - 80 hours a year
- 6 - 10 years - 120 hours a year
- 11 - 20 years - 160 hours a year
- 21+ years - 200 hours a year

Sick Leave/Earned Safe and Sick Time – An employee shall be credited with 8 hours of sick leave for each month of service accumulative to 90 days. The first 48 hours (or up to 80 if any eligible time was carried over) will be counted as ESST.

Holidays – The official holidays for Pope Douglas Solid Waste Management are: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran’s Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.