

Title: Manager of Solid Waste
PG: 65
Status: Civil Service
Position Reports to: Director of Public Works
Department: Public Works

Class Code: 1043
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible managerial and administrative work in directing operations and activities of the City's Solid Waste Management Division including the City's recycling program. Work involves responsibility for planning, directing, scheduling and coordinating solid waste collection for the City in accordance with local ordinances and state laws.

ESSENTIAL FUNCTIONS:

1. Manages the operations of a large number of solid waste collection crews, and equipment in the collection of municipal solid waste, and trash from both residential and commercial sites/routes.
2. Establishes, monitors, and adjusts residential and commercial routes to maximize service and efficiency to meet solid waste objectives. Reviews work schedules and performance.
3. Makes recommendations relating to division operations and staffing levels. Develops and manages the division budget. Periodically evaluates the cost of providing services and performs comparisons with revenues generated.
4. Prepares or assists in the preparation of specifications for solid waste collection equipment; evaluates bids for equipment acquisition and makes recommendations to the Director of Public Works.
5. Interprets and explains policies to employees and the public. Investigates processes and resolves customer service requests.
6. Monitors the operations and performance of franchised solid waste collection vendors to ensure compliance with their franchise agreements with the City.
7. Manages the staff of the recycling section and monitors programs to insure that desired results are achieved.
8. Plans schedules and conducts staff meetings and training sessions.
9. Evaluates and develops recommendations concerning policy initiatives in the field of integrated solid waste management.

ADDITIONAL RESPONSIBILITIES:

1. Evaluates alternative collection and disposal systems, billing systems and other technical innovations in the field of solid waste management.
2. Attends public meetings as required.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of effective and efficient methods and procedures for scheduling collection and disposing of solid waste. Thorough knowledge of local ordinances relating to solid waste collection and billing.
2. Considerable knowledge of federal and state laws and regulations relating to solid waste collection and disposal.
3. Considerable knowledge of the principles and practices of public administration.
4. Considerable knowledge regarding the operation and maintenance of solid waste collection equipment.
5. Ability to plan, organize and coordinate programs and activities involving a large workforce.
6. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
7. Ability to prepare required reports, documentation and correspondence.
8. Ability to communicate effectively both orally and in writing.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards including bright/dim lights.
The job requires normal acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Four (4) year degree from an accredited college or university in finance, environmental science, engineering, public and/or business administration.
2. Six (6) years of experience in a solid waste collection operation including four (4) years of supervisory and management experience.
3. One (1) year of experience in the operation of medium to heavy motor vehicles.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Certification from SWANA (Solid Waste Association of North America) as a Solid Waste Manager desired.
4. Certification from SWANA (Solid Waste Association of North America) as a Recycling Coordinator desired.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.