

SOLID WASTE MANAGER

DEFINITION

Under direction, plans, coordinates, facilitates, and manages the activities of the Solid Waste Management Division Provides highly responsible and complex administrative support to management staff and Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director or Assistant Director. This class exercises supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Solid Waste Manager manages the efficient, effective, quality-based administrative and operational activities of the Solid Waste Management Division. Incumbents plan, organize, and direct activities including overseeing the day-to-day management of residential collections operations, contract administration, oversight of the commercial solid waste and non-exclusive roll off franchises, street sweeping, litter control, and public property maintenance. This class differs from Assistant Public Utilities Director in that incumbents of that class have overall responsibility for more than one division. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Plans, organizes, and manages the activities of the Solid Waste Management Division; plans, coordinates, administers, and evaluates projects, processes, procedures, systems, and standards; develops and coordinates work plans; ensures daily service is met.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Plans, manages, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Develops, prepares, and administers the Division budget; which may include capital improvement budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Oversees the day-to-day management of residential collections operations; develops and or changes routes as necessary.

Manages a variety of contracts and agreements including the City's non-exclusive roll off contracts, commercial solid waste contract, CalTrans contract, and other related contracts and agreements; reviews and updates contracts and agreements; negotiates changes to the contract; prepares general specifications for work to be done; monitors and ensures work is in compliance with specifications and provisions.

Manages the Community Sanitation Section within the Department including street sweeping, litter control, public property maintenance, and other special community sanitation services.

Leads and directs activities of the Homeless Task Force; maintains funding and reports for use by the Homeless Task Force while planning for operations.

Initiates the accomplishment of the Division's work program using staff resources and innovative approaches including empowered team concepts.

Directs the research and compilation of technical reports, route surveys, evaluation tests, and long-range planning studies.

Coordinates staff development including identifying skill enhancement needs, training requirements, and facilitation opportunities.

Serve as the liaison for the Solid Waste Management Division with other divisions, departments, general public, and outside agencies; negotiates and resolves sensitive and controversial issues.

Monitors operations to comply with applicable regulatory standards, health and safety codes, and fiscal and human resource practices.

Monitors program performance to maintain cost-effective operations.

Responds to internal and external inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner; develops and maintains databases for customer service reports.

Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Attends and participates in a variety of meetings.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a solid waste management program.

Principles and practices, procedures, equipment and technology for effective solid waste management.

Route planning, time schedules, traffic regulations, and administration of municipal solid waste collections and disposal.

Management and cost accounting principles as related to equipment and labor used by a solid waste provider.

Contracting principles and practices, including competitive bidding procedures.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations including laws and regulations relating to the solid waste industry and refuse disposal.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Oversee and participate in the management of a comprehensive solid waste management program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Plan, organize, direct and evaluate the work of contractors.

Coordinate, facilitate, motivate and empower subordinate personnel to accomplish the division's mission.

Prepare clear and concise reports, records, and other written materials.

Prepare and administer program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain working relationships with subordinates, City officials, and the public.

