

SOLID WASTE RECYCLING & COMMUNITY OUTREACH SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Solid Waste Recycling & Community Outreach Supervisor is responsible for developing, implementing, and promoting integrated solid waste and recycling outreach programs to achieve the department's goals and objectives. The Solid Waste Recycling & Community Outreach Supervisor develops a comprehensive and aggressive business plan in order to increase the City's recycling diversion rate and to obtain additional business market share in Mesa. In addition, a Solid Waste Recycling & Community Outreach Supervisor is responsible for serving as an information resource for residents, business establishments, news media and community groups; and oversees the Clean Sweep/Green Sweep program and County required variance compliance requirements. This class supervises the Lead Quality Assurance Inspector and Quality Assurance Inspectors who evaluate the quality of residential and commercial recycling and disposal practices through investigating and enforcing compliance with the City's solid waste rules, regulations, policies, and recycling programs. This class also supervises Solid Waste Community Outreach Specialists, who implement recycling programs and education materials. Other duties performed by this class include: establishing new recycling programs (i.e., electronics recycling, expanded appliance recycling, etc.), enhancing and maintaining existing programs (i.e., Clean Sweep Green/Sweep, Sort Your Stuff, and other internal or external programs), and promoting recycling and marketing to Mesa residents through partnering with other municipalities and local partners to heighten Mesa's recycling awareness. This position performs related duties as required.

Distinguishing Features: The incumbent may perform evening and weekend work in conjunction with solid waste/recycling programs or demonstrations at community events, schools, fairs, trade shows and workshops. The incumbent in this class has full supervisory responsibility over administrative and field staff. Work is performed with considerable independence under the general supervision of the Solid Waste Administrator, who evaluates work on the basis of observation and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Environmental Studies or Engineering, Public Administration, Marketing, Communications or related field with considerable (3 - 5 years) experience in recycling, public education, marketing, or closely related field.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a Master's Degree in Environmental Studies or Engineering, Public Administration, Marketing, Communications or closely related field is preferred. Certified as a Recycling Systems Professional by the Solid Waste Association of North America is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates verbally and in writing with the general public, other City employees, community and civic organizations, school organizations, business owners and vendors in order to coordinate a program, disseminate information and provide assistance. Produces written documents using clearly organized thoughts, proper sentence construction, punctuation, and grammar in order to educate the public, prepare comprehensive reports and make presentations. Gives presentations to various groups. Instructs and trains others on various solid waste and recycling topics. Interprets and provides an explanation of departmental rules, City Ordinances and program guidelines to the public. Designs, writes and edits a variety of printed materials including brochures, flyers, newsletters, press releases, reports, community notification letters and other marketing and promotional materials.

Manual/Physical: Operates a motor vehicle requiring a valid Arizona Driver's License to attend meetings, make presentations to community groups, conduct site visits and research, and to supervise inspection activities involved with the enforcement of the Mesa City Code. Operates a variety of standard office equipment. Requires some physical activities such as heavy lifting, walking, bending, stooping, exposure to adverse weather conditions, etc., in order to ensure quality programs. Moves boxes, audiovisual equipment, and large display boards for use at community events and to distribute program information. Meets attendance and scheduling requirements.

Mental: Plans, organizes, and directs the strategic marketing, public relations and public education functions of the department to increase the recycling diversion rate, increase commercial market share and achieve department goals and objectives. Prioritizes own work. Conducts research and analyzes data to help determine types of offerings, target communication more effectively, and improve customer relations. Develops and monitors an outreach budget. Writes and distributes program information for use in print and broadcast media. Develops scripts for radio and video presentations. Supervises, assigns, and evaluates the work of subordinate staff.

Knowledge, Skills and Abilities:

Knowledge of

principles, methods, objectives and standard practices of solid waste and recycling technology and management;

principles, methods, objectives, and standard practices of public education, information, outreach and marketing;

budget and supervisory principles; and

recycling markets, program commodities, etc.

Skill in:

public speaking and producing graphics, brochures, and other materials for public presentations;

operating audiovisual equipment for presentations;

organizing a program or major event; and

effectively communicating with the general public.

Ability to:

develop, prepare and administer public educational programs, including oral and written presentations; prepare and present oral and written information, reports, and educational brochures and pamphlets and maintain program and performance records;

operate standard office equipment including a personal computer using program applications appropriate to assigned duties;

comprehend and make inferences from written materials;

identify and respond effectively to public issues and concerns;

attend neighborhood meetings, community events, school groups, church groups, club meetings, etc., to promote solid waste/recycling programs;

deal with people of all ages and effectively educate a diverse public about solid waste programs in a positive manner in individual, small, or large group settings;

work with other City divisions and departments as needed to enhance outreach programs and efforts;

provide expertise/consultation on joint projects with other municipalities, national organizations and associations;

provide sound administrative analysis related to policy problems; and

maintain effective relationships with elected officials, business representatives, schools, government agencies, City employees and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/vl

CS4803.DOCX

EEO-Prof

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

INCREMENTS 49-200

PAY GRADE: 53

Security-No

CDL-No

IND-9410

SWORN-No