

DEPUTY SOLID WASTE DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Deputy Solid Waste Director, under general direction, is responsible for managing the solid waste collections section, including the areas of commercial and residential operations, commercial sales, outreach, and support services. The incumbent manages the coordination of personnel, material, and equipment to ensure daily refuse and recycling collection and disposal obligations are met. Work also involves preparation and management of each area's operation and maintenance budget and the vehicle replacement capital budget. The Deputy Solid Waste Director is responsible for analyzing operational data, preparing reports, and providing recommendations to continually enhance operation efficiency. This class is responsible for establishing performance measures, strategic planning, and establishment of program goals for the solid waste collections section of the department. This class is responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Deputy Solid Waste Director exercises considerable independence and initiative in managing the day-to-day collections operation. Employees must be available on a 24-hour basis to cover emergency situations. This class is supervised by the Solid Waste Management Department Director through conferences and meeting established performance goals and objectives. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Master's Degree in Public or Environmental Health, Business or Public Administration, or a related field and considerable (3 - 5 years) experience in solid waste/recycling collection, including three years in a supervisory capacity, or graduation from an accredited college or university with a Bachelor's Degree in Public or Environmental Health, Business or Public Administration, or a related field and extensive (5+ years) experience in solid waste/recycling collection, including three years in a supervisory capacity.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Certification as a Collection Manager from the Solid Waste Association of North America is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates both verbally and in writing with the general public, other City employees, vendors, management, contractors, and public officials on issues related to solid waste collection services. Instructs and trains subordinates and/or customers in a classroom setting regarding safety, customer service, and Solid Waste operations, and/or proper disposal of refuse and recycling.

Coordinates development and periodic review of section operating procedures, safety guidelines, justifications (program budget), personnel recommendations, revenue reports, sales reports, and program review/analyses. Prepares reports with clearly organized analysis and justification in support of operational issues including equipment and personnel needs and status reports, prepares or reviews communication with customers, vendors, and contractors and other interested parties.

Manual/Physical: Reviews the work products of staff to ensure compliance with standard operating procedures, federal regulations ((proper operation of solid waste vehicles, Department of Transportation (DOT), Arizona Department of Transportation (ADOT), Occupational Safety and Health Administration (OSHA), etc.)), and state regulations (proper hauling of solid waste and recycling, Motor Vehicle Division rules, etc.). Inspects, monitors, and evaluates information to assess work-related conditions concerning the solid waste collection operation to determine compliance with prescribed operating, safety, ADOT regulations, etc. Operates a sedan or pickup requiring a standard Arizona Driver's License to inspect and monitor work-related conditions in the field to determine compliance with prescribed operating and safety regulations. Operates a variety of standard office equipment (examples: copy machine, facsimile machine, etc.). Enters data or information into a personal computer in order to retrieve information related to scheduling, production, electronic mail, and customer service/sales. Prepares and updates maps, schedules, and graphs to update the Solid Waste Management Department Director on section activities, schedules, personnel, and equipment.

Mental: Plans, organizes, and directs the activities of solid waste collections operation to minimize cost and maximize revenue. Provides guidance on daily operations and evaluates the work of supervisors and their respective staff members in the solid waste collections section. Establishes operational priorities and assigns work to personnel, meets established goals and enhances the efficiency of the Solid Waste Collections operation. Resolves procedural, operational, and other work-related problems (personnel issues, equipment needs, customer service) by interdepartmental coordination. Coordinates development of section policies, short- and long-term objectives, safety and operational procedures, long-range planning for commercial and residential operations, commercial sales, outreach, and support services areas. Performs mathematical calculations, statistical computations, financial and/or cost analyses regarding vehicle use, maintenance and replacement, route efficiencies, customer sales, operational cost projections, and overtime. Prepares and administers the section's budget by providing information related to the needs of the collections operation including personnel and equipment. Develops capital expenditure program for the solid waste collection section. Comprehends and makes inferences from written material (budgets, equipment specifications, department procedures) to complete daily and future operational needs. Reviews pilot program and program updates. Understands layouts to review subdivision/commercial plans for accessibility of collection vehicles to perform solid waste services. Establishes short- and long-term performance objectives, program goals, and assesses the associated required resources for collections operations.

Knowledge and Abilities:

Knowledge of:

strategic planning methods;
program performance measures;
effective management techniques;

best management practices to control fleet maintenance costs;
fleet replacement criteria;
the principles and methods of budget preparation and monitoring;
the purpose and methods of employee performance and training needs evaluations;
the hazards and safety rules and precautions associated with solid waste collection and containment; and
the forms, procedures, and data needed and collection requirements pertaining to accident and injury investigations.

Ability to:

establish strategic initiatives for the collections operations;
develop program goals and performance measures;
provide operational goals and performance measures;
develop effective supervisory skills in subordinates;
make recommendations on personnel in the section, including: hiring, evaluating, discipline, and recognition;
review performance appraisal forms prepared by subordinates in order to make certain that the ratings given are consistent with departmental policy;
monitor and follow-up on complaints related to permitted and non-permitted haulers;
plan, coordinate, and control the productivity of solid waste collections section;
establish work performance standards and operating procedures;
review contracts, work in progress or upon completion to ensure conformance with plans and specifications;
order necessary materials and equipment and assist in the development/updating of equipment specifications;
initiate disciplinary action, as necessary;
coordinate the activities of all subordinates to ensure efficient operation of collections, recycling and support services;
work with City personnel, contractors, customers, and the general public to prevent, resolve, or minimize solid waste related problems;
effectively analyze and resolve operational and procedural problems;
prepare recommendations on personnel, supplies, and equipment needs for the budget, and monitor expenditures in assigned areas;
express ideas clearly, analyze and evaluate information and data accurately, and prepare or review written reports;
detect unsafe working conditions associated with refuse and other solid waste collection;
oversee the operator scheduling task and review completed daily reports that document each vehicle's actual use, down time, standby time, mileage driven, number of loads, and total tons hauled;
review, analyze, and make operational recommendations from completed daily reports that document each operator's work hours on individual equipment, paid hours, routes, and time spent on each route;
coordinate solid waste collection activities with other members of the solid waste management team;
provide leadership and direction in relationships and communication with other departments, outside agencies, private firms and customers;
provide direction for special studies/pilot projects related to solid waste management practices and make recommendations from analysis;
review and approve work assignments within the collections section as necessary;

interpret and enforce City codes covering solid waste collection and storage practices, and health and environmental regulations for both private and public operations; and integrate new programs into existing operations.

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.

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JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 58

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