

SOLID WASTE MANAGEMENT DEPARTMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Solid Waste Management Department Director manages and directs the functions and activities of the City's Solid Waste Department. The position is responsible for overseeing an integrated solid waste management program, recycling and refuse collection, disposal services, and household hazardous waste management. The position provides high-level managerial coverage which includes: long-range planning, establishing, and directing related programs, overseeing overall functional operations, and preparing the department budget. The position ensures compliance with federal and state regulations and guidelines, safety procedures, and maintains contact with various regulatory agencies to follow through with legal issues. This position 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 Solid Waste Management Department Director's work assignments are broad in scope and are performed with considerable independence. An employee in this class supervises professionals, mid-managers, first-line supervisors, and paraprofessionals. The incumbent is responsible for identification, implementation, and the success of a continuous improvement and increased productivity program within the Solid Waste Department. Work is performed under the general direction of a Deputy City Manager and is reviewed through the evaluation of reports and conferences. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, Environmental Sciences, Engineering, or related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. The ideal candidate will have management experience in a mid-to large-size organization. Graduation from an accredited college or university with a Master's Degree in Public Administration or other related field is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, the media, and public officials in order to provide guidance and to explain the activities and operations of the department. Prepares written documents, council reports, studies, proposals, budget documents, letters, memos, etc., to convey necessary information to management, City Council, subordinate staff, and the general public. Provides written and verbal directions to supervisors and administrative staff. Produces written documents such as policies, methods, procedures for improving

productivity, and develops plans and specifications for additions or revisions to current programs or Citywide plans. Represents the department and City with other groups, agencies, boards, and committees through membership or participation in professional organizations.

Manual/Physical: Enters data or information into a terminal, personal computer, or other keyboard device in order to prepare and approve purchasing and/or other programs/reports. Attends meetings and conferences to keep abreast of current solid waste management issues/practices.

Mental: Plans and directs the activities of the Solid Waste Department (i.e., solid waste, recycling, and household hazardous waste). Supervises and evaluates the work of staff for the assigned functional areas. Reviews or checks the work product of others to ensure conformance to standards by ensuring compliance with policies, procedures, and guidelines set forth by the department as well as the regulatory agencies. Resolves procedural, operational, and other work-related problems with staff, consultants, other entities, and City management. Coordinates work activities and program functions with other public sector agencies. Develops departmental policies and procedures, short- and long-range objectives, and establishes new programs. Conducts research and analyzes data provided by staff (i.e., landfill sitings, recycling programs, customer satisfaction, contracts, and public works projects issues) to make recommendations to the Deputy City Manager. Prepares the department budget. Learns job-related material in a classroom setting regarding recycling, reuse, etc., and other similar solid waste issues.

Knowledge and Abilities:

Knowledge of:

the principles and procedures of organizational and management practices in public administration; municipal finance planning, budgeting, and cost control; planning, directing, organizing, and managing a comprehensive solid waste program; federal, state, and local codes and regulations in the solid waste field; modern methods, principles, and practices of municipal refuse and recyclables collection and solid waste disposal; and the principles and practices of supervision and personnel administration.

Ability to:

develop, administer, and maintain an integrated solid waste management program; develop and maintain cost-effective services, and direct and oversee the operations of the department; negotiate and administer contracts with federal, state, and local organizations; evaluate technical information and statutes and arrive at valid recommendations; direct and coordinate residential and commercial solid waste collections and disposal operations; provide leadership in implementing City and departmental policies and programs; prepare and submit clear, concise, and accurate reports on highly complex projects; and establish and maintain effective working relationships with management, staff, 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 to Update Pay Grade 3/15

GL/pa/co

CS5710.DOC

PAY GRADE: E08

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

PAY PLAN E01-E14