

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Solid Waste Services Manager

Department: Environmental/Public Works

Pay Grade: 515

FLSA Status: Exempt

Job Code: E602

JOB SUMMARY

The purpose of this classification is to manage the daily operations of the Sanitation Division, Transfer Station, and Recycling Center for the Environmental/Public Works Department.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise. Conducts and contributes to regular safety meetings to maintain favorable working relationships among employees and promote maximum morale, productivity, and efficiency.
- Develops subordinate supervisors; leading, encouraging, teaching and mentoring them to ensure their leadership skills are sufficient to perform their job.
- Manages contracted vendor responsibilities, to ensure all services are provided as required.
- Develops and administers budget for assigned division and for the solid waste fund; monitors expenditures to ensure compliance with approved budget; determines equipment needs for division; makes recommendations for department budget.
- Implements policies and procedures for division; reviews and recommends updates to division policies, procedures, rules, regulations, and standards.
- Works closely with the Support Services division to develop and improve sanitation routes, improve route ergonomics. Ensures environmental compliance of all sanitation trucks as well as dumpster and City compactor sites. Works closely with the Environmental

Compliance officer to ensure public compliance with Environmental regulations and City ordinances.

- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Monitors inventory levels of supplies, parts, equipment and fuels; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items; obtains competitive price quotes from vendors; prepares equipment specifications; coordinates bid process.
- Communicates with supervisor, employees, other departments, the general public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Business, Finance, Environmental Science or related field; five (5) or more years of experience in program management, relevant Environmental/Public Works experience and environmental compliance, recycling operations, municipal or business finance and budget supervisory experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsements, with a satisfactory motor vehicle record (MVR). Certification by the American Public Works Association, the Solid Waste Association of North American or similar agency is preferred.

Knowledge, Skills and Abilities:

- Knowledge of City, county, state and federal codes, ordinances, regulations and guidelines for the removal and disposal of commercial and residential waste.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.