



Title: Solid Waste Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Public Works – Utilities Director.
Exercises direct supervision professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage and develop the Solid Waste Division of the Public Works Department. Analyzes and evaluates the program area; supervises staff; provides leadership to staff and division; manages annual budget; administers and leads solid waste employees, activities, programs, and services; manages employees; develops policies, procedures, and standards of operation; investigates and responds to complaints regarding solid waste collection; inspects equipment and facilities to ensure proper maintenance; manages a citywide solid waste program; researches, compiles, and presents written and oral progress reports; manages and prioritizes divisional budget requests, expenditures, and recommendations; audits and analyzes detailed and accurate records that reflect the effectiveness of the operations; conducts investigations; reviews investigations and reports of industrial and equipment accidents; works with the Fleet Services Division to ensure maintenance and new equipment are completed in a timely manner; obtains facts, analyzes evidence and makes recommendations or takes actions to correct problems; integrates new programs into existing operations; prioritizes projects above day-to-day operations; negotiates and implements contracts, leases, and intergovernmental agreements related to solid waste hauling and disposal; works with Finance and Customer Service for billing concerns / lack of collection / verifies, rate forecasting and reports needed to make operational decisions; works with HR, CAO, and other applicable offices on accidents, risk management / collection, injuries, damage to private and public property, CDL random testing, discipline, and new policy; continuously looks for ways to improve operations, decrease turnaround times, streamline work processes; works cooperatively and jointly to provide quality customer service.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Analyzes and evaluates the program area. Develops long and short term goals; implements policies and procedures; develops performance measurements; maintains information system for tracking and charging of service; maintains contracts; measures program, vehicle, and equipment utilization; monitors work schedule; monitors landfill and recycling tonnage trends; monitors city growth trends; evaluations process for performance improvement.
3	Provides leadership to staff and division. Implements policy and procedures; serves on committees; presents to organizations; develops relationships with local unions; creates a positive working environment.
4	Prepares and administers the annual budget. Forecasts revenues and expenditures; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments.
5	Other duties as assigned. Presentations; special research projects; meets with vendors; creates supplemental and RFPs.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.