

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E602
FLSA:	E
WC:	8810
PG:	513
EEO:	1

CLASSIFICATION TITLE: SOLID WASTE SERVICES MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the Sanitation Division, transfer station, and recycling center operations for the Environmental/Public Works Department. This work is performed under the general supervision of the Environmental/Public Works Department Director or Deputy Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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 amount employees and promote maximum morale, productivity, and efficiency.

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. Work closely with the Environmental Compliance officer to ensure public compliance with Environmental regulation 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 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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

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. Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsements.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Thorough knowledge of City, county, state and federal codes, ordinances, regulations and guidelines for the removal and disposal of commercial and residential waste. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the 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.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical 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 (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, machinery, and traffic hazards.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.