

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 591

SOLID WASTE OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant Public Works Director or designee. This position is responsible for developing, supervising and planning the citywide recycling program with city, residential and commercial property owners. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and monitors a citywide recycling plan and implements the plan in accordance with city, county and state mandates.
- Researches, compiles, analyze and interpret information to identify patterns and discrepancies in the citywide recycling program. Conduct a variety of organizational studies, investigations, and operational studies; recommends modifications to Solid Waste programs, policies, and procedures as appropriate.
- Coordinates the city recycling programs with public and private entities.
- Answers questions and provides technical advice and presentation to city staff, residents, and businesses in the City of Pompano Beach and other organizations civic groups. Participates on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of refuse collection, disposal and storage.
- Plans and develops questionnaires, educational material and evaluation of methodology.
- Promotes and publicizes the city-recycling program.
- Effectively and efficiently handles complaints from the public and Solid Waste contractor haulers concerning solid waste and recycling material.
- Oversees refuse collection disposal activities (both Contract and City employees) including planning, estimation, scheduling, inspecting and monitoring work being performed
- Oversees and Monitors Hurricane Debris Removal contract when activated for recovery operations
- Oversees and monitors the City's Beach Raking Contract
- Prepares and presents detailed and comprehensive reports related to solid waste and recycling programs as needed.
- Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Serves as liaison for the Solid Waste Division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
- Reviews service costs and prepares annual adjustments to costs as per contractual obligations
- Manages and participates in the development and administration of the Solid Waste Division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Plans, directs, coordinates, and reviews the work plan for Solid Waste staff; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including City residential refuse collection, recycling, transfer station and composting operations; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of operational characteristics, services and activities of a comprehensive solid waste program.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of modern and complex principles and practices of program development and administration.
- Knowledge of solid waste theory, principles and practices and their application to a wide variety of refuse collection and storage programs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of pertinent federal, state, and local laws, codes and regulations.
- Skill in preparing clear and concise reports.
- Ability to manage, direct and coordinate the work of supervisory, maintenance, technical, and clerical personnel.
- Ability to provide administrative and professional leadership and direction for the Solid Waste Division.
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient solid waste services.
- Ability to prepare and administer large and complex budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to use various computer software applications.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit, understand and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

Ten year's experience in the, solid waste recycling program, with Five year's experience in a supervisory capacity. A Bachelor's degree in from an accredited college or university in business administration or related field is desired

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physically capable of effectively using and operating various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Ability to move up to 50 lbs. and occasionally up to 100 lbs., climbing, kneeling, crouching, balancing, reaching, standing, walking, pushing, pulling and grasping. The noise level in this environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Bargaining Unit: Non-bargaining

FLSA: Exempt

Classification Plan: 27N/50

Location: Utility Department

GERS: Regular Class