



CLASSIFICATION TITLE: Solid Waste Manager	JOB NUMBER: 7151	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Public Works Director	PAY GRADE: 25	FLSA STATUS: Exempt "At-Will"

GENERAL SUMMARY

Performs difficult skilled technical and management work planning, supervising and directing the operations of the City's solid waste utility, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director (supervisor). Direct and divisional supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of Teamwork, Integrity, and Excellence promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Organizes and directs the collection and disposal of solid waste within the City; plans, organizes and directs the work of assigned employees in the servicing of homes and commercial establishments, and in the operation of the landfill, transfer station, and compost facility.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends merit increases, transfers, reassignment, termination and disciplinary actions; plans, coordinates and arranges for appropriate training for subordinates.
- Prepares the division budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness; prepares short-term and long-term resource plans for staff and equipment; oversees the selection and specification of new and replacement equipment as needed for solid waste operations.

- Analyzes division financial performance and conditions; contributes to and analyzes operational costs of service; contributes to and analyzes rate planning studies; analyzes operational data, including cost data; recommends process changes to achieve improved cost-effectiveness and/or improved levels of service.
- Communicates and resolves issues, complaints, and questions concerning solid waste operations and policies; represents the solid waste division in public speaking events as assigned.
- Ensures compliance with State, Federal, local and department rules, regulations and laws, involves direct coordination with local, State, and Federal regulatory staff and officials. Updates operations plans as required to maintain compliance with regulatory requirements and industry best practices.
- Prepares periodic reports required by regulatory permits and programs, and reviews new regulatory requirements. Ensures that all permit-required sampling, monitoring, and reporting are completed per State, Federal and local rules and regulations.
- Develops, implements, and monitors utility goals and objectives; develops and implements long-range planning goals, including operational performance measures and new facilities and programs; directs development of schedules, routes, policies and procedures for the operation of the Collection Division, and operation and maintenance of the Disposal Division.
- Represents the City for State and County planning activities and development and updates to inter-local agreements related to Richland's participation in regional solid waste programs.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Solid Waste Industry best management principles, techniques and programs.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- City and utility operation methods, equipment, materials and sources of supply.
- Solid Waste industry equipment, including new technologies and developments
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.
- Health and safety regulations and procedures
- City organization, operations, policies and objectives.
- Technical aspects of field of specialty.

Skills and abilities to:

- Train, supervise and evaluate assigned staff.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan, direct and evaluate the collection and disposal of solid waste within the City, including operation of the landfill transfer station and compost facility.
- Analyze and evaluate complex, technical and financial reports.
- Compile and verify data and prepare reports.
- Ensure compliance with state, federal, local and department rules, regulations and laws.
- Monitor and evaluate performance of assigned division employees.
- Exercise sound judgment in application of complex regulations and guidelines and in creating and implementing plans for service design and delivery
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Solid Waste Association of North America (SWANA) Certifications or similar accredited organization for: Collection, Landfill, Municipal Solid Waste Management Systems and Recycling upon hire date and maintain throughout employment.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in environmental science, engineering, business administration or related field and three (3) years experience in solid waste or collection

activities, including two (2) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled.

Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT



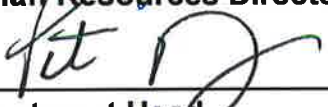



The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work occasionally requires exertion of up to 10 pounds of force; work frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date