

SOLID WASTE PROGRAM MANAGER

DEFINITION

Under direction, performs a wide variety of professional, technical, budgetary, analytical, and administrative duties relative to the coordination of waste management services; serves as a liaison to the Countywide Integrated Solid Waste Management Agency (RA) and as a liaison between Federal, State, and local agencies; performs a wide range of solid waste planning and management activities responding to legislative mandates regarding waste reduction, recycling, and Household Hazardous Waste (HHW) programs; and performs related duties as required.

REPORTS TO

Public Works Agency Director or Deputy Director.

CLASSIFICATIONS SUPERVISED

Exercises direct supervision over assigned technical and clerical staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Consults with department management staff and the Waste Management Agency Regional Authority (RA) to determine goals and objectives of waste reduction and recycling programs; oversees planning activities designed to ensure compliance with State waste diversion mandates; provides information and recommendations on proposed State legislation that pertains to solid waste, recycling, and household hazardous waste collection, recycling programs and other Public Works activities; conducts budget analyses and develops financing strategies relative to Waste Management and Public Works goals and objectives; plans, implements, and coordinates solid waste reduction and recycling programs; conducts waste audits and makes recommendations to reduce and recycle wastes; assures that the landfill is operated in accordance with all Federal and State standards; selects, evaluates and disciplines subordinate staff; oversees and delivers educational presentations on solid waste management and recycling to community groups, schools, and other public agencies; oversees and coordinates the work of field and office staff assigned to solid waste management and Public Works projects; coordinates and administers grants under the Public Works Agency; provides supervision, coordination of work assignments, and training for other staff; prepares and maintains accurate records, correspondence, technical,

SOLID WASTE PROGRAM MANAGER - 2

and narrative reports relative to a range of Solid Waste program activities; provides information to the public, contractors, engineers, developers, and representatives of other government agencies; and performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operations, services and activities of a comprehensive solid waste program.
- Practices, techniques, and equipment used in integrated waste management and recycling operations.
- Local, State and Federal legislation regarding integrated waste management and recycling programs.
- Data collection and analysis.
- Common public works construction methods and materials.
- Use of computers and computer applications relative to administrative and research functions.
- Principles and practices of grant preparation and contract administration.
- Principles and practices of supervision, training and employee evaluation.
- Principles and practices of budget administration.
- Principles of public administration, and public relations.

Ability to:

- Plan, organize and coordinate integrated waste management and recycling programs.
- Monitor and evaluate solid waste program performance according to established goals and objectives.
- Prepare and effectively present oral and written reports, recommendations, and agenda items to staff, board members, city councils, and other local organizations.
- Administer the budget for integrated waste management and recycling programs.
- Perform technical office and field support work in a variety of areas.
- Supervise, train, review and evaluate the work of assigned staff.
- Delegate work to lower level staff.

SOLID WASTE PROGRAM MANAGER - 3

- Develop accurate records, sketches, and notes.
- Interpret and ensure compliance with Federal, State and local codes, laws and regulations pertaining to integrated waste management and recycling programs.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Equivalent to a Bachelors degree from an accredited college or university with major coursework in physical sciences, business administration, public administration, environmental management, or a closely related field,

AND

Experience

Four years of increasingly responsible experience managing an integrated waste management or other environmental program.

Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the Department of Motor Vehicles.