

CITY OF HELENA



Position Title: Admin. Supervisor/Recycling Program Coordinator

Department: Solid Waste

Position #: 14115

Grade: 144

EEO Category: (08) Service Maintenance

FLSA: Exempt

EEO Function: (13) Sanitation & Sewage

Work Comp Code: 8743

DEFINITION

Under general direction to supervise, assign, review and participate in the work of staff responsible for administrative and scale operation, to supervise, coordinate and implement recycling and waste reduction programs and to perform a variety of technical tasks to assure fiscal responsibility for scale operations and billing functions.

SUPERVISION RECEIVED

Supervised by the Solid Waste Superintendent

SUPERVISION EXERCISED

Exercises direct supervision over administrative staff and scale operations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for all administrative duties, scale operations and recycling activities. Research, develop, coordinate, oversee and participate in recycling and waste reduction programs and events; supervise and monitor all related special projects and assignments.

Supervises and provides all division financial and statistical data, analysis, statistics, and reports on a routine and special request basis.

Supervises and provides for courteous customer relations and communications when establishing new accounts, processing payments, answering inquiries, dealing with overdue accounts, respond to and resolving customer complaints, and otherwise dealing with the public and other departments.

Participates in utility accounting systems which provide for: timely and accurate issuance of monthly utility bills to all residential and commercial customers in the City.

Maintain daily contact with Solid Waste Superintendent informing him/her of ongoing daily operations as well as suggesting ways to improve the overall operation. To include, equipment needs and repairs, replacement, budget items, employee status and progress of ongoing day-to-day operations.

Recommend and assist in the implementation of goals and objectives; establish methods for scale and billing operations; implement policies and procedures; promote recycling and waste reduction efforts in the community, initiate and coordinate education and publicity functions associated with recycling and waste reduction and solid waste.

Participate in the selection of assigned staff; provide or coordinate staff training including work methods, techniques and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures; process formal and informal grievances. Provide technical support, training and guidance to other employees involved in all division functions.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.

Important and Essential Duties continued:

Prepare necessary records and reports; prepare project status reports; maintain billing and project records; establish and maintain programs, records and files; collect compile and analyze information from various sources on specialized topics related to solid waste issues, write reports which interpret data, identify alternatives; recommend and justify alternatives. Run queries, create and analyze data as necessary to provide information for internal/external audit purposes. Provide for timely periodic and special financial reports and statements.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials and parts; monitor expenditures.

Work with a wide variety of software and software vendors in order to develop and implement interface capabilities and provide technical assistance to billing software vendor with support issues.

Responsible for interdepartmental transfers for city departments wishing to pay charges utilizing this method.

Work closely with Solid Waste Superintendent and Public Works Division in order to analyze and develop commercial rate structure.

Contribute data and participate in policy and ordinance changes related to utilities.

Work closely with Utility Billing and Administrative Services in order to develop and maintain residential solid waste assessment data base and commercial account data base.

Work with Montana Dept. of Environmental Quality and Federal EPA to assure that hazardous waste standards and programs at City Transfer Station meet and exceed compliance regulations.

Coordinate program services and activities with community groups, other local, state and federal governmental agencies and other City departments.

Participate in a variety waste reduction issues; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the field of resource conservation.

Maintain workable resource library and filing system on waste reduction issues.

Responsible for coordinating, administering, planning, developing, implementing and monitoring the City's efforts in waste reduction, reusing and reducing by implementing recycling programs and other projects and programs that promote reduction and reuse of municipal solid waste materials; designing, writing and producing brochures, visual aids and other program materials; originating, planning and composing newspaper and newsletter articles, bulletins, letters and radio and television scripts; developing program procedures; planning and communicating information and training to internal and external organizations on solid waste activities.

Oversee such recycling-related programs as: blue bag recycling, multi-family, commercial recycling, green waste recycling, composting, and household hazardous waste.

Perform the full range of duties in the assigned areas of work.

This position will also have responsibility for preparing and delivering oral presentations in front of public groups; coordinating, implementing, and evaluating curriculum; maintaining statistics; and preparing reports on promotional activities.

Other duties include participating in seasonal events, special events, public school and neighborhood presentations, and other educational services.

Distinguishing Features: Incumbents may perform evening and weekend work in conjunction with solid waste/recycling exhibits or demonstrations, or promotional activities/presentations at schools, fairs, trade shows, workshops, and community events.

OTHER JOB RELATED DUTIES

May operate a two-way radio.

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate in and coordinate in-service training and safety programs; develop safety programs that meet Federal and State standards; ensure compliance with safety procedures.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training and performance evaluation.

Solid waste services, operations and activities, scale operations and recycling program.

Modern and complex principles and practices of solid waste collection and recycling and accounting and billing process associated with solid waste scale operations.

Occupational hazards and standard safety precautions necessary in the collection and recycling of solid waste.

Pertinent Federal, State, and local laws, codes and regulations.

Utility accounting systems and rate structures;

Principles and procedures of record keeping and reporting.

Modern office practices, methods and computer equipment.

The principles and practices of public administration, particularly municipal government;

Public administration research methods, techniques, and methods of report presentation;

Integrated solid waste management practices, laws, regulations, and ordinances impacting the City of Helena programs.

The general theories and complex principles and practices of public relations, public information, and basic communication techniques.

The principles of public speaking and developing presentations using audio visual equipment, instructional theory and techniques;

Techniques of publication preparation, and design of brochures, displays, and visual aids; and the principles, techniques, and methods used in preparing news releases and publications.

Skill to:

Manage a variety of programs and multiple programs at the same time.

Effectively communicating with the general public.

Make oral presentations.

Organize a program or major event.

Skill to cont.:

Produce graphic designs, brochures, and other materials for training programs or public presentations.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of administrative and scale personnel.

Select, supervise, train and evaluate staff.

Address a variety of public and business groups through educational forums and/or special events.

Deal with people of all ages and effectively educate a diverse public about solid waste programs in a positive manner in individual, small, or large group settings.

Work with other City divisions and departments as needed to complement outreach programs of various departments.

Conceive, develop, and implement public education programs.

Develop solid waste/recycling educational materials for a variety of audiences, (i.e., pamphlets, posters, coloring books, public service announcements, etc.).

Attend neighborhood meetings, community events, school groups, church groups, club meetings, etc., to promote solid waste/recycling programs.

Provide expertise/consultation on joint projects outside the City of Helena with other municipalities, national organizations, and associations.

Communicate effectively both verbally and in writing with a wide range of people.

Ability to continued:

Interact tactfully and courteously with the public.

Operate computerized informational databases for tracking programs and related information.

Effectively handle comments and feedback from the public.

Maintain effective working relationships with elected officials, business representatives, schools, government agencies, City employees, and the general public.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Assist in budget preparation and monitoring.

Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions; interpret, explain, and ensure compliance with City policies and procedures in compliance with Federal, State and local rules, laws and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Accurately determine project material needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Ability to sit, stand, see, hear, walk, kneel, crouch, stoop, squat, and climb; exposure to cold, heat, noise, outdoors, mechanical hazards, and traffic hazards; ability to travel to different sites and locations.

Work Environment

Ability to work in a standard office environment. May be exposed to dirty, dusty, and smelly outside environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of responsible experience in a solid waste related field with emphasis on administration recycling or conservation. In addition, two years experience in program management with fiscal responsibility would be appropriate.

Training:

Bachelors/Associates Degree in Accounting, Business or Public Administration; emphasis on governmental budget, finance and/or accounting with three years of progressively responsible experience. One year of administrative supervisory experience is desirable.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____