

CITY OF HELENA



Position Title: Solid Waste Superintendent

Department: PW/Solid Waste

Position #: 15102

Grade: 155

EEO Category: (08) Svc Maintenance

FLSA: Exempt

EEO Function: (13) Sanitation & Sewer

Work Comp Code: 9410

DEFINITION

Under general direction, to supervise, plan, and coordinate the activities and operations of the Solid Waste Division within the Public Works Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED

Supervised by the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, technical, maintenance and administrative staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the Solid Waste Division including residential and commercial solid waste collection; transfer station operations; and recycling program services.

Participate in the development and implementation of goals, objectives, policies, and priorities for solid waste and recycling programs and objectives; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the Solid Waste Division; 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.

Manage the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Solid Waste Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate the old City Landfill post closure groundwater remediation, methane monitoring and removal systems, and, associated consultant services.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; manage, plan, and coordinate waste disposal with other City departments and outside organizations for events held for public access as well as public emergencies.

Important & Essential Duties cont.:

Provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Select appropriate equipment and materials to complete the work according to specifications, verbal instructions and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Manage the operation and maintenance of equipment, machinery, vehicles and power tools in the area of assignment; ensure the proper utilization of safety precautions related to all work performed; provide safety training and operation instruction for employees.

Coordinate contracted activities; prepare specifications for contracted solid waste projects; ensure compliance with pertinent bid specifications, codes and regulations; manage and direct contractors in various projects.

Respond to and resolve difficult inquiries and complaints. Provide management systems for logging and monitoring customer complaints and inquiries through conclusion.

Plan, prioritize, manage and monitor the work of staff responsible for residential, commercial and tramp truck solid waste collection; transfer station operation and maintenance; and waste reduction/recycling program services and activities. Manage the scheduling and mapping of commercial and residential routes and extra services.

Participate in the development of division budgets and capital programs. Monitor and manage budgets for effective resources and staff utilization.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of solid waste operations, and waste reduction/recycling

OTHER JOB RELATED DUTIES

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 fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

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 and practices of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Principles and practices of municipal solid waste collection and disposal.

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

Principles and practices associated with a labor union work force including grievance procedures, negotiations, seniority issues and personnel actions.

Knowledge of cont.:

Occupational hazards and standard safety practices necessary in the area of street maintenance and construction, and solid waste operations.

Principles and procedures of record keeping and reporting.

Principles and practices of municipal recycling programs.

Safe driving principles and practices.

Skill to:

Operate a wide variety of equipment and tools used in solid waste collection and disposal.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of supervisory, technical, and unionized maintenance personnel.

Select, supervise, train, and evaluate staff.

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

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands & Work Environment:

Ability to work in a standard office environment with some exposure to cold, heat, noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

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:

Five years of responsible municipal operations, maintenance, construction, and contract administration experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business or public administration, mechanical engineering or a related field.

License or Certificate:

Must possess a valid drivers 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:** _____

Effective Date: July, 2006

Updated: January 2010