

## SUPERINTENDENT OF SOLID WASTE OPERATIONS

### NATURE OF WORK

This is responsible supervisory work directing and coordinating the solid waste management programs and disposal facilities.

Work involves responsibility for planning, directing and coordinating the proper and efficient operation of landfill sites. Work requires professional and technical knowledge of all phases of solid waste disposal. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies as well as federal, state, and local regulations regarding solid waste disposal and management. Work is performed under the general supervision of the Assistant Director of Utilities with work being reviewed through conferences, results achieved and adherence to related regulations. Supervision is exercised over a group of skilled, semi-skilled, and unskilled employees.

### EXAMPLES OF WORK PERFORMED

Directs and coordinates the operation and maintenance of waste operations including sanitary landfill sites, transfer station, composting, land application of wastes and recycling programs; plans, organizes, reviews and monitors the work of subordinate skilled, semi-skilled and unskilled employees; develops appropriate training and safety programs.

Ensures compliance with local, state and federal regulations related to solid waste disposal and management.

Coordinates projects with other city departments and divisions, government agencies, and private contractors; answers questions and complaints from the public.

Prepares and recommends annual operating budget; reviews equipment needs and prepares bid specifications and cost estimates; reviews and approves purchases requests in order to monitor and control expenditures.

Assures the repair and maintenance of equipment.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of federal, state and local regulations and policies related to solid waste management and disposal.

Thorough knowledge of the methods and techniques used in the disposal of solid wastes and the operation of a sanitary landfill site.

Thorough knowledge of the hazards and safety precautions of the work. Considerable knowledge of sound management methods and supervisory principles.

Ability to interpret rules, regulations, policies, and to make decisions in accordance with established precedent.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to maintain accurate records and prepare technical reports.

Ability to plan, coordinate, assign, and evaluate the work of subordinate technical, skilled, and semi-skilled employees.

Ability to establish and maintain effective working relationships with government officials, coworkers, subordinate employees, and the general public.

Ability to communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major coursework in civil engineering, environmental engineering, environmental sciences or related field plus four years of experience in all phases of solid waste management including six months of supervisory experience; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

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