



## SOLID WASTE MANAGER

AGENCY/DEPARTMENT:  
Public Works/Solid Waste

Approved By HR Director:

*Gordon R. Johnson*

Date Approved:

1/13/04

Date of Last Revision:

Reports to: Solid Waste & Equipment Services Director

Supervises: Various

Conflict of Interest Code Filer: No

**JOB SUMMARY:** Under administrative direction, assists in planning, organizing, and directing all refuse programs and activities; reviews and makes recommendations regarding budgetary and solid waste rates; assists with department budget; supervises, manages, trains, and evaluates employees; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, manages and evaluates the work of employees.
2. Enforces solid waste and recycling ordinances and resolves customer complaints.
3. Schedules employees and collection routes.
4. Analyzes refuse rates and recommends changes.
5. Conducts public education programs and implements new programs.
6. Audits employee time sheets and financial transactions for accuracy.
7. Assists in the preparation of departmental budget.
8. Makes recommendations for safe and efficient collection of refuse and recyclables.
9. Acts as Solid Waste Director when designated.
10. Investigates accidents and property damage and oversees department safety program.
11. Inspects new site plans to ensure refuse concerns are addressed.
12. Assists in researching and developing specifications for equipment.
13. Acts as an authorized signer for the California Commercial Drivers License test to department employees.
14. Plans, organizes, manages and evaluates commercial, industrial and residential recycling and AB-939 Compliance.
15. Prepares reports, conducts research and reviews legislation.

### QUALIFICATION GUIDELINES:

**EDUCATION:** Equivalent to a Bachelor's degree from an accredited college or university with major work in Public Administration or closely related field.

**EXPERIENCE:** Seven years of progressive refuse and recycling collection experience including three years of supervisory or managerial experience.

### KNOWLEDGE OF:

- Current solid waste, recycling and hazardous materials collection requirements and practices, including AB-939.
- Supervisory principles and leadership techniques.
- General accounting methods.
- Occupational hazards and safety regulations.
- Customer service practices.

**ABILITY TO:**

- Operate a computer.
  - Use word processing and spreadsheet software.
  - Operate a motor vehicle and two-way radio.
  - Prepare specifications and contracts.
  - Communicate effectively both in writing and orally.
  - Plan, organize, instruct and evaluate the performance of employees and contractors.
  - Maintain effective relationships with employees, staff, contractors, officials, and the general public.
  - Understand financial spreadsheets and other departmental paperwork.
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**LICENSES:**

- Valid Class C CA Drivers license and an acceptable driving record at the time of appointment and throughout employment in this classification.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Valid Class A CA Drivers License.
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FLSA Exemption Status: Exempt  
Employee Unit: Association of Ontario Management Employees  
DOT Program Participant: No  
Job Family: Solid Waste  
Career Progression: