



## INTEGRATED WASTE ASSISTANT DIVISION MANAGER

**JOB SUMMARY:** Under general direction, assists in managing the activities and operations of the Integrated Waste Division within the Ontario Municipal Utilities Company; supervises, manages, trains, and evaluates staff within assigned areas(s) of responsibility; coordinates assigned activities with department staff, other City departments and outside agencies; and performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** This class is characterized by its responsibility for assisting with the management and daily administration of the Integrated Waste Division and supervising staff and activities within a section of the division. It is distinguished from the Solid Waste Supervisor by the latter's responsibility for field supervision over assigned integrated waste operations and function(s). It is distinguished from the Integrated Waste Division Manager by the latter's responsibility for the overall administration and operation of the Integrated Waste Division.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists with developing, implementing, and managing integrated waste operations and recycling programs including collection and recycling or disposal of residential, commercial, and industrial refuse, and related environmental compliance programs.
2. Participates in the development and implementation of departmental goals, objectives, policies, and priorities within the Integrated Waste Division.
3. Participates in monitoring, evaluating, and improving the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload; identifies and makes recommendations for areas of improvement and/or new programs.
4. Plans, assigns, directs, and reviews, through subordinate supervisors, the work of refuse collection crews working on assigned routes; re-routes and/or develops and implements new collection routes as needed.
5. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
6. Directs and oversees investigations into vehicle accidents, property damage, and employee injuries and reviews related reports.
7. Assists in the preparation of budget recommendations and monitors expenditures to ensure budgetary compliance.
8. Assists in the preparation of cost estimates for refuse collection activities and projects.
9. Maintains compliance with local, state and federal regulations and requirements for integrated waste services, including preparing reports and responding to requests for information.
10. Communicates and collaborates with various agencies and representatives, including county and other governmental officials, and City departments.
11. Assists in researching, resolving and responding to difficult customer inquiries and complaints.
12. Participates in emergency response management.
13. Assists with managing the division's safety program; develops and implements safety policies, practices and related materials; prepares, presents, and supervises others in the presentation of safety related materials at tail-gate meetings.

14. Performs research to assist with the establishment of fees and fee schedules.
15. Assists with administering the grant application and reporting process.
16. Reviews orders for materials and supplies; coordinates the preparation of plans and specifications and administration on contracts.
17. Performs related duties as required.

**QUALIFICATION GUIDELINES:**

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** Equivalent to an Associate's degree from an accredited college or university with coursework in public administration, environmental studies, integrated waste management, or closely related field.

**EXPERIENCE:** Five years of progressively responsible experience in integrated waste operations including two years of supervisory experience.

**KNOWLEDGE OF:**

- Operational characteristics, services and activities of a comprehensive integrated waste program.
- Operating principles, methods, equipment, supplies, and materials used in solid waste collection.
- Principles and practices of supervision, training and performance evaluation.
- Occupational hazards and standard safety precautions pertinent to solid waste collection.
- Applicable federal, state, and local laws, codes, and regulations governing integrated waste operations and related environmental compliance.
- Customer service practices and techniques.
- Grant application process and administration.

**ABILITY TO:**

- Select, supervise, train and evaluate staff.
- Monitor, evaluate and improve solid waste collection, recycling and landfill operations.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret, explain and ensure compliance with federal, state, and local rules, laws and regulations including OSHA requirements.
- Prepare specifications and contracts.
- Operate a computer using relevant word processing, spreadsheet, database, and other software.
- Interact and communicate effectively, both orally and in writing.
- Plan, organize, instruct and evaluate the performance of employees and contractors.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

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**LICENSES:**

- Valid Class C California driver license and an acceptable driving record at the time of appointment and throughout employment.

**CERTIFICATIONS:**

- N/A

**SPECIAL REQUIREMENTS:**

➤ N/A

**DESIRABLE:**

➤ Bachelor's degree in Public Administration or related field.

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**ADDITIONAL INFORMATION:**

FLSA Exemption Status: Exempt  
Employee Unit: Unit #3, Management  
Job Family: Integrated Waste  
Class Progression: Utilities Administrative Services & Integrated Waste Director  
Integrated Waste Division Manager  
Integrated Waste Assistant Division Manager  
Integrated Waste Supervisor  
Integrated Waste Lead Collector  
Senior Integrated Waste Collector  
Integrated Waste Collector

Reports to: Integrated Waste Division Manager

Supervises: Solid Waste Supervisor

**CLASS HISTORY:**

Date Class Established: 05/07/2019

Revised Dates / Reason:

Previous Title(s):

Approved By HR Director:

Date Approved: 6/15/19

