INTEGRATED WASTE DIVISION MANAGER

JOB SUMMARY: Under general direction, directs, plans, and coordinates the activities and operations of the Integrated Waste Division within the Ontario Municipal Utilities Company including residential and commercial refuse collection, recycling operations, municipal solid waste and landfill operations; coordinates assigned activities with other City departments, divisions, and outside agencies; provides professional and technical staff assistance to the Utilities Administrative Services and Integrated Waste Director; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This classification is characterized by its responsibility for the overall administration and operation of the Integrated Waste Division. It is distinguished from the Utilities Administrative Services and Integrated Waste Director in that the latter has full management responsibility over multiple divisions within the Ontario Municipal Utilities Company. It is distinguished from the Integrated Waste Assistant Division Manager by the latter’s responsibility over specific functional areas of integrated waste.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Develops, implements, and manages 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 implements departmental goals, objectives, policies, and priorities within the Integrated Waste division.
3. Monitors, evaluates and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
4. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
5. Participates in the development and administration of the division’s budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of expenditures and recommends adjustments as necessary.
6. Prepares cost estimates for refuse collection activities and projects.
7. Maintains compliance with local, state and federal regulations and requirements for integrated waste services, including preparing reports and responding to requests for information.
8. Administers the grant application and reporting process.
9. Prepares and reviews reports for presentation to City administration and City Council.
10. Oversees the division’s safety program to ensure compliance with all federal, state, and local rules, regulations, procedures and departmental safety directives, policies, and practices.
11. Communicates and collaborates with various agencies and representatives, including county and other governmental officials and City departments.
12. Provides guidance in researching, resolving, and responding to difficult customer inquiries and complaints.
13. Attends and participates in professional group meetings; remains current on new trends and innovations in the field of integrated waste operations and management.
14. Performs research to assist with the establishment of fees and fee schedules.
15. Participates in emergency response management.
16. Prepares and coordinates the capital repairs and replacement program for integrated waste operations.
17. Prepares and reviews established fees and schedules.
18. Coordinates community needs assessments; recommends expansion plans; responds to public inquiries; prepares related correspondence.
19. 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: A Bachelor's degree from an accredited college or university in Public Administration or a related field.

EXPERIENCE: Two years of management experience in integrated waste management or a related field. Experience must include managing operations for a variety of integrated waste services including collections, resources diversion, recovery and managing related contracts.

KNOWLEDGE OF:
- Operational characteristics, services and activities of a comprehensive integrated waste program.
- Operating principles, methods, equipment, supplies, and materials used in refuse 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.
- Principles and practices of program development and administration.
- Customer service practices and techniques.
- Grant application processes and administration.

ABILITY TO:
- Lead and direct the operations, services and activities of the Integrated Waste Division.
- Select, supervise, train, and evaluate staff.
- Monitor, evaluate and improve solid waste collection, recycling, transfer station and landfill operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- 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, implement and manage a comprehensive operating budget.
- Prepare and maintain accurate and complete records and reports.
- Operate a computer using relevant word processing, spreadsheet, database, and other software.
- Interact and communicate effectively, both orally and in writing.
Class Specification: Integrated Waste Division Manager

➢ Establish, maintain and foster positive, harmonious, and effective working relationships.

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:
➢ Master's degree in Public Administration or related field. Previous experience managing staff in waste management or public works.

ADDITIONAL INFORMATION:

FLSA Exemption Status: Exempt
Employee Unit: Association of Ontario Management Employees
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: Utilities Administrative Services & Integrated Waste Director
Supervises: Integrated Waste Assistant Division Manager

CLASS HISTORY:

Date Class Established:
Revised Dates / Reason: Solid Waste Division Manager; Assistant Solid Waste Director; Assistant Utilities Director/Solid Waste
Previous Title(s):
Approved By HR Director: [Signature]
Date Approved: [Date]