

CLASS SPECIFICATION
Solid Waste & Recycling Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general policy direction, plans and implements the City's residential and commercial solid waste recycling and conservation programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Solid Waste & Recycling Program Manager is responsible for managing and implementing solid waste and recycling collection services programs. Assignments are broad in scope and results are evaluated based on accomplishment of objectives.

Solid Waste & Recycling Program Manager is distinguished from Senior Conservation Programs Coordinator in that incumbents in the former class have overall program management responsibility for the programs, resources and people of the Office of Sustainable Development's Solid Waste and Recycling Programs.

Solid Waste & Recycling Program Manager is further distinguished from other Conservation program classes by incumbents' specialization in solid waste and recycling collection programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned staff; develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, integrates, directs and implements the City's solid waste, recycling and yard debris programs for residential and commercial customers; manages staff that regulates City solid waste collection franchisees; presents recommendations to the City Council on solid waste and recycling issues.
5. Develops measurement and benchmarking systems; develops policies to increase recycling levels; analyzes recycling markets for potential expansion of recycling programs, implementation of market development programs and for use in rate setting processes; assesses materials to be added to current programs and provides impact analyses on rates charged to the public.
6. Develops and coordinates public outreach programs to increase recycling and communicate program goals to citizens; explains rules and regulations to residential and commercial customers.
7. Provides advice and information to the City Council and bureau management on solid waste and recycling practices; informs local jurisdictions about City programs; responds to program information requests from various cities and the media.

OTHER DUTIES

1. Represents the City and the Sustainable Development Office's solid waste and recycling program on various state, regional and national advisory committees and meetings; develops programs to expand commercial diversion from landfills.
2. Works with the Maintenance Bureau to expand the leaf collection and composting program.
3. Maintains an up-to-date understanding of current legislation relative to solid waste and recycling issues affecting the City for both residential and commercial customers; maintains up-to-date knowledge of current solid waste and recycling collection practices.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Policies, practices and methods for developing and administering a comprehensive solid waste and recycling collection program.
2. Federal, state and local laws, rules, regulations and standards applicable to solid waste and recycling collection services.

3. Public information methods and techniques, including media relations practices.
4. Basic research methods and statistical analysis techniques.
5. Principles and practices of sound business communication.
6. Principles and practices of public administration, including budgeting, purchasing and record keeping.
7. Local and regional solid waste and recycling issues as they affect bureau operations and bureau program objectives.
8. Principles and practices of effective supervision.
9. City human resources policies and labor contract provisions.

Ability to:

1. Understand, explain, interpret and apply complex federal, state and city requirements relating to solid waste and recycling collection.
2. Evaluate existing solid waste and recycling programs and practices and make sound recommendations for improvement.
3. Lead, direct and evaluate the work of solid waste and recycling professionals.
4. Exercise sound independent judgement within policy guidelines.
5. Communicate effectively, orally and in writing.
6. Prepare clear and concise analytical reports and other materials.
7. Operate a computer and use standard word processing software.
8. Use problem-solving and conflict-resolution skills in sensitive situations.
9. Establish effective working relationships with City managers, employees, other government agency officials, professional and community groups, residential and commercial customers, the media and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in public administration, management, environmental science or a closely related field; and five years of experience in the development and implementation of solid waste and recycling programs, at least two years of which were at a supervisory level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 08/14/02

June 2009 - Change Job Class number from 7230 to 30000508, due to system change.