



City of Tempe

SOLID WASTE SERVICES MANAGER

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 406 | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Municipal Utilities | <i>Salary / Hourly Minimum:</i> | \$88,261 |
| <i>Supervision Level:</i> | Manager | <i>Salary / Hourly Maximum:</i> | \$119,153 |
| <i>Employee Group:</i> | SUP | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Public Works Supervisor |
| <i>Drug Screen / Physical:</i> | Y | Y | <i>EEO4 Group:</i> Professionals |

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Deputy Municipal Utilities Director – Field Operations or from other supervisory or management staff.

Exercises direct supervision over subordinate level supervisory and maintenance staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | Four years of experience in managing budgets, planning and liability, of large truck delivery/equipment. Experience in solid waste operations or public works related field based on the core functions of this position. Requires two years of supervisory experience in solid waste operations or public works related field. |
| <i>Education:</i> | Equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or a degree related to the core functions of this position. |
| <i>License / Certification:</i> | None |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, administer, organize, and supervise the City’s residential, commercial, recycling and support service solid waste programs; to develop methods, procedures and strategies for ensuring best management practices associated with the management and operation of the City’s solid waste enterprise fund.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and initiate the implementation of goals and objectives; establish best practice operational procedures, schedules and methods for services and programs; implement policies and procedures;
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees;
- Study, research and keep current on municipal government and industry trends, issues and innovations;
- Monitor and prepare budgets; prepare cost analyses and estimates for budget recommendations; submit justifications for budget items; and control expenditures;
- Participate in the development of recommendations and improvements pertaining to rates, codes, and business practices.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Investigate work related accidents; inspect the work of crews while in progress; provide advice and assistance to supervisors and staff;
- Arrange for service, repair and replacement of equipment; requisition supplies and materials;
- Coordinate service activities with other City departments, divisions and sections, and with outside agencies;
- Develop, monitor and approve routes; arrange for emergency and unscheduled services as required;
- Coordinate inspection activities; assist inspection staff in ensuring sanitation code compliance as required;

- Initiate the development and review of best management practices, regulations, policies, and procedures which impact organizational performance, and supervise the application of such practices to increase safety, efficiency, public relations, and service;
- Exercise considerable independent judgment in accomplishing the work of the section;
- Prepare concise, clear, and accurate reports for City Council, department, other jurisdictions or agencies, consulting firms, and the public;
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide customer service;
- Exercise sound management techniques and labor relations practices;
- Ensure adherence to established safety procedures; monitor facility safety preparedness, monitor work environment, and monitor use of safety equipment to ensure safety of employees and other individuals;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
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| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |

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| Director | In Addition > | Organizational Vision |
| <i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies | | |

JOB DESCRIPTION HISTORY

Effective November 1988

Revised December 2001 (title change & some duty changes)

Revised November 2005 (title change and responsibilities to solid waste specific; experience guideline changes)

Revised Dec 2010 (title change)

Revised February 2013 (job duties & MQ's)

Revised January 2017 (add physical/mental activities)

Revised May 2017 (update min quals)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)