

**JOB TITLE:** Assistant Manager of Solid Waste Division

**JOB NO:** AS066221

**JOB FAMILY:** Administrative/Specialist

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

### **GENERAL SUMMARY**

To assist with the supervision, planning and coordination of the activities and operations of the Solid Waste Division within the Public Works Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Manager of Solid Waste.

### **SUPERVISION**

General supervision is provided by the Manager of Solid Waste. Responsible for supervision of Solid Waste Supervisors, Office Staff, Heavy Equipment Operators and Residential Solid Waste Drivers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Coordinate the organization, staffing, and operational activities for the Solid Waste Division including residential collection services, the transfer station and composting operations.
4. Participate in the development and implementation of goals, objectives, policies, and priorities for Solid Waste staff; identify resource needs; recommend and implement policies and procedures.
5. Select, train, motivate and evaluate Solid Waste personnel; provide or coordinate staff training and safety programs; work with employees to correct deficiencies; implement discipline and termination procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
6. Participate in directing, coordinating and reviewing the work plan for Solid Waste staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
7. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
8. Participate in the coordination and monitoring of the Solid Waste Division budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Coordinate residential solid waste services with those of other divisions and outside agencies and organizations; provide staff assistance to the Manager of Solid Waste; prepare and present staff reports and other necessary correspondence.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of solid waste collection, disposal and storage.

3. Maintain route assignments, breakdown logs, complaint reports, staff time sheets, and prepare division payroll.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Respond to code violations; develop and implement solutions.
6. Perform other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED.

### **EXPERIENCE**

Three years of increasingly responsible experience in refuse collection including one year of supervisory responsibility.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

Obtain a Class A Certification in Solid Waste from Texas Commission on Environmental Quality within one year from date of employment with the City of Mesquite. Failure to obtain certification will result in non-disciplinary termination.

## **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;  
3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive residential refuse collection program.

Modern and complex principles and practices of refuse collection and storage.

Principles of municipal budget preparation and control.

Principles and practices of accounting and payroll administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

### **Skill in:**

Negotiating with various City residents.

Preparing clear and concise reports.

Analyzing problems and developing feasible solutions.

Coordinating and monitoring large and complex budgets.

Operating solid waste machinery.

**Ability to:**

Manage and coordinate the work of supervisory, maintenance, technical, and clerical personnel.

Work on-call.

Select, supervise, train and evaluate staff.

Interpret and explain City residential refuse collection policies and procedures.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Bending, stooping, twisting, climbing, crouching and kneeling*
- *Working in temperature extremes*
- *Walking, sitting and standing for extended periods of time.*

**DISCLAIMERS**

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: February 1993;**

**REVISION DATE: November 2000; September 2001; May 2002; January 2012**