

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Superintendent of Solid Waste</u>
Sch & Grade	<u>PAT-13</u>
Class Code	<u>AC44</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Plans, organizes, and administers the activities of the Solid Waste Division of the Department of Public Works.

SUPERVISION:

Under the general supervision of the Assistant Director of Public Works assigned to the Environmental Services Division. Supervises a large number of employees engaged in solid waste reduction and disposal including recycling dropoff sites, yard waste site, landfill, household chemical collection, educational outreach, and solid waste administration.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and manages the Division of Solid Waste which includes general responsibility for the operation of the landfill, household chemical collection center, drop-off sites for recyclables and yard waste, and educational outreach programs.
2. Assists in the preparation of the solid waste business plan and manages this division to meet the business plan.
3. Represents the Department of Public Works in dealing with the public and governmental agencies on matters connected with solid waste including developing and monitoring contract operations.
4. Prepares and presents speeches and informational materials to business, civic, and community groups to encourage understanding and enlist public cooperation and support for division programs.
5. Participates in the development and implementation of departmental policies and makes recommendations regarding fees or assessments related to solid waste reduction and disposal.
6. Prepares and monitors division operating budget.
7. Makes periodic field inspections at the Landfill, solid waste drop-off sites and Household Chemical Collection Center.
8. Meets and discusses complaints, concerns, and solid waste issues with citizens and city staff members.
9. Prepares necessary written and verbal reports as well as a variety of correspondence.
10. Utilizes necessary computer software applications such as spreadsheet and database.

IMPORTANT FUNCTIONS:

1. Attends workshops, seminars, conferences, and other training for professional development purposes

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Solid waste reduction processing as it relates to Source Separated Materials and Landfill operations; principles, methods, and procedures involved in recycling and yard waste composting.

Abilities

Effectively plan, organize, supervise and direct the employees and activities for the solid waste division; develop and monitor contracts; prepare and present speeches and informational materials to associates and the general public; utilize necessary computer software applications; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; follow oral and written instructions; perform the essential functions of the job without posing a direct threat to the health and safety of others. Ability to manage solid waste operations to maintain competitiveness with the private sector; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a Bachelor's Degree in Civil Engineering, Engineering Management, Geology, Public or Business Administration or a related scientific field plus at least four years of increasingly responsible experience in the field of solid waste management and the operation of solid waste processing facilities. A Master's Degree in a related field may be substituted for one year of the required experience. Experience in a related field may be substituted for the experience in solid waste operations.

Physical Requirements

Must be able to make periodic walk-throughs at different solid waste operational facilities which would include climbing ladders and stairs, bending, and reaching; must possess ability necessary to operate a computer keyboard and mouse; must be able to observe and identify violations, operational concerns, etc. relating to solid waste processing operations.

Working Environment

Primarily indoors with heating and cooling regulated; when outdoors making occasional field inspections may be exposed to extreme weather conditions and possible safety hazards associated with solid waste reduction and disposal.

Licensing/Certification

Must possess or have the ability to obtain a valid Missouri Motor Vehicle Operator's License. **Licensure as a Professional Engineer is desirable.**

Miscellaneous Requirements

None required.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 4296
Comments:	Updated Abilities	Date: July 27, 1992

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____