

CITY OF WINTER GARDEN
Classification Description

Level: 117
Job Code: 820

CLASSIFICATION TITLE:	Solid Waste Division Manager
DEPARTMENT:	Public Services – Solid Waste

FLSA Status: E
Union Status: N/A

WORK OBJECTIVE

This position's responsibilities are related to supervising, managing, planning, coordinating, and directing all debris removal including solid waste, yard waste, white goods, and recycling from all residential, new and established commercial sites. Work is performed under the direction of the Assistant to the City Manager, Public Services, or his/her designee. Considerable latitude is afforded for the use of independent judgment and selection of work methods and procedures. Work is reviewed through results, performance measures, reports, inspections, and conferences.

ESSENTIAL FUNCTIONS

- Plans, coordinates, and directs the Solid Waste Division's operations, equipment, and employees.
- Directs the activities of the City's refuse and recycling collection programs.
- Inspects work in progress to ensure proper collection operations in the most cost-effective manner.
- Continuous environmental compliance and recycling education, with the assistance of the Recycling Coordinator.
- Conducts safety meetings for the Solid Waste Division's employees on a monthly and as-needed basis.
- Works with citizens to investigate complaints and requests for service as required and provides compliance information concerning solid waste, yard waste, recycling, and white goods removal.
- Works with developers to evaluate and coordinate compactor installations.
- Works closely with local government to adhere to all regulations and policies.
- Assists the Assistant to the City Manager, Public Services, with managing Winter Garden local government's relationship with county solid waste agencies and private contractors.
- Ensures correct billing is sent out for commercial and residential solid waste collection.
- Ensures private companies are in compliance with the City's solid waste ordinances.
- Coordinates with the Fleet Division to insure proper servicing of the Solid Waste Division's fleet.
- Recommends hiring, lay-off, recall, promotion, and discharge of employees under his/her supervision.
- Performs necessary clerical work for payroll, invoices, reports, and prepares annual budget.
- Works with and coordinates employee work assignments, routes, and special pick-up services provided to the residents and commercial businesses.
- Responds, coordinates, and manages debris removal in the event of disaster.
- Provides support for special events as needed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business or related discipline.
- Must have management skills with a minimum of five (5) years experience in the solid waste field.
- Requires a Class B CDL driver's license.
- Must have computer skills.

Exceptions to the minimum qualifications must be reviewed by the Human Resources Director and approved by the City Manager prior to job offer.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the materials, methods, and practice of refuse collection and routes.
- Thorough knowledge of the various types of equipment used in the collection of refuse.
- Thorough knowledge of the hazards and safety precautions in the operations of solid waste collection.
- General knowledge of management principles, practices, techniques, and business plans.

- Ability to maintain records and prepare reports on daily, weekly, and/or monthly basis.
- Ability to plan and direct safety meetings for Solid Waste Division and handle personnel problems.
- Ability to maintain effective working relationships with officials, employees, and the general public.
- Ability to communicate effectively.
- Knowledge of Microsoft Office software.
- Ability to propose and maintain both an annual and mid-year budget.
- Knowledge of the City of Winter Garden's geographical area, including annexations and new construction sites, to insure proper service is provided.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Supervisor's Name (Print) / HR Representative

Employee Signature

Supervisor's Signature / HR Representative

Date

Date