

SOLID WASTE PROGRAM MANAGER

DEFINITION

Under general direction to plan, direct, organize, coordinate and implement the City's Solid Waste Management Program.

DISTINGUISHING CHARACTERISTICS

This is a management classification in the Utilities and Environmental Services Department, reporting to the Environmental Services Manager. The Solid Waste Program Manager is responsible for managing the grants, contracts, and special funds within the solid waste program and participates in the implementation of the department objectives and priorities.

SUPERVISION RECEIVED

Receives general direction from the Environmental Services Manager.

SUPERVISION EXERCISED

Provides indirect supervision to Sustainability Technician and other professional, technical and clerical staff while working on solid waste related issues.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Participates in the development and implementation of goals, objectives, policies, and priorities of the Solid Waste Management Program.

Plans, organizes, implements and evaluates the functions and activities of the City's solid waste reduction and disposal programs.

Evaluates and recommends alternative projects through economic feasibility analyses and implementing pilot programs, as required.

Develops proposals to secure Federal, State and local grants for solid waste management programs.

Monitors and manages the existing grants in the program and prepares and submits required reports to local, regional, state, and federal agencies.

Manages the solid waste franchise agreement and other contract bidding, selection, and monitoring processes for compliance and required levels of service.

ESSENTIAL DUTIES (continued):

Directs research, performs analyses and makes recommendations on various solid waste related matters including legislative and contracting activities, public information campaigns, new programs, existing services, equipment and personnel requirements, processes and procedures.

Prepares staff reports and makes presentations to Council, Council Committees, Boards, and Commissions as directed.

Oversees the various special funds within the solid waste program for accurate accounting and compliance with applicable regulations.

Responds to citizen inquiries and complaints and otherwise confers with the general public, community groups, and City staff regarding solid waste matters, as needed.

Serves as the staff representative to various local, regional, State, and Federal committees or agencies, as directed.

Prepares and administers the solid waste program and special fund budgets, including the administration of several grants.

Supervises, trains and evaluates assigned staff.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current technical, environmental and regulatory issues in the field of solid waste management, which includes, but is not limited to, knowledge of solid waste collection, disposal, resource recovery (including landfill diversion principles) and recycling and composting methods and systems; environmental issues and concerns related to solid, hazardous and recoverable waste collection and disposal; and local, state and federal legislation, regulations and judicial decisions concerning waste management.

Agencies and firms with jurisdiction and expertise in solid waste planning and operation.

Principles and practices of program development and management in a governmental agency. It includes, but is not limited to, principles and practices of public administration; program planning and implementation; public sector budget preparation and administration; local, state and federal grant programs; and public information practices.

Contract negotiations and procedures development including fiscal monitoring of contracts.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Cost elements and revenue sources connected with waste collections, disposal and recycling.

Ability to:

Effectively organize, direct, and coordinate the activities of a program.

Conduct feasibility studies involving solid waste collection and disposal, source reduction and recycling programs, and related subjects.

Effectively work with community groups, agencies and other jurisdictions to resolve issues related to solid waste management.

Work with community groups and local agencies, such as Hayward Area Recreation District, and Hayward Unified School District, on implementing new programs or increasing participation in existing programs.

Represent the City in relations with local, state and federal agencies on issues within the scope of management responsibilities.

Speak and respond to the community groups, news media and the general public on issues in the areas of responsibility.

Interpret and make decisions in accordance with laws, regulations and policies; analyze issues, legislation, regulations and court decisions.

Communicate clearly, concisely, and effectively, orally and in writing.

Develop and maintain effective working relationships with individuals and with groups.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Four (4) years progressively responsible experience in municipal administrative work, with a minimum of two (2) years of responsibility for and knowledge of solid waste management or recycling programs.

EXPERIENCE AND EDUCATION (continued):

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration, environmental science, environmental engineering, planning, or a related field. A Master's Degree is desirable.

Licenses and Certificates: At the time of appointment, must possess and maintain a valid Class C California Driver's License. Incumbent must also meet the insurability requirements as determined by the City.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Ability to travel independently within and outside the City limits to fulfill the assigned duties and responsibilities. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

727CS93/H800CS93

Created September 1990

Revised October 1993

Revised December 2015

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt