



Job Description

TITLE: Solid Waste Manager	JOB CODE: 2565
DEPARTMENT: Public Works	FLSA: Exempt
PREPARED: October 2008	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under limited supervision of the Public Works Director, the Solid Waste Manager organizes and manages the operations and staff of the Solid Waste division and Community Resource unit; plans projects, equipment and materials; assigns and schedules staff; oversees work to ensure cost effective and safe methods and procedures. Coordinates schedules for inmate workers and ensures staff is adequately trained for compliant supervision of inmate workers. The Solid Waste Manager provides technical support to manage an efficient and comprehensive solid waste division.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; assists in hiring new employees; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments.
- Assists in developing the annual budget; prepares special and recurring reports, grants, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Monitors and reviews service trends and recommends operational and policy improvements.
- Develops and recommends policies and policy improvements to the Public Works Director on Solid Waste management policies to ensure the best outcome.
- Makes recommendations to the Public Works Director on proper Community Resource methods to ensure best outcome.
- Trains staff in safety requirements and regulations; visits work sites regularly to ensure that all safety regulations are followed.
- Monitors work in progress and employee performance; makes changes as necessary to improve results.
- Completes daily reports, timecards, and field records.
- Interacts regularly with the public; resolves citizen complaints.
- Ensures compliance with federal and state laws and regulations by updating and revising landfill permits and approvals.
- Develops and administers contracts with private vendors for various solid and hazardous waste services.
- Ensures that all operations and staff conform with safety regulations and guidelines.
- Inspects work for accuracy and effectiveness and conformance with all regulatory requirements.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles, practices and techniques of solid and hazardous waste management.
- Knowledge of federal, state and County policies, regulations and codes related to Solid Waste.
- Knowledge of Detention Center rules on working with prisoners.
- Knowledge of road-side maintenance methods and related equipment.
- Knowledge of safety procedures common to the work performed, including traffic control.
- Knowledge of management principles, practices and methods.
- Knowledge of vehicle and equipment operation and maintenance procedures.

Job Description
Solid Waste Manager

- Knowledge of federal, state, and County safety rules and regulations.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in working independently or as a team member.
- Skill in understanding interpreting and applying relevant statutes, ordinances, rules and regulations.
- Skill in working within deadlines to complete projects and assignments.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in communicating effectively, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in maintaining accurate records.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in planning and implementing policies and procedures.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- High School diploma or GED equivalent, five (5) years' experience in the Solid Waste Field, and three (3) years' experience working with prisoner labor; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Three (3) years' supervisory experience.
- Valid State of New Mexico Environment Department Solid Waste Facility Operator certification or able to obtain within six (6) months of employment.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment and outdoors. May be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports, may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes, airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Specialized equipment includes hand and power tools and heavy motorized equipment

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____