

DIRECTOR OF SOLID WASTE

GENERAL DESCRIPTION: Performs complex technical and administrative work planning and directing refuse and recycling collection and disposal activities of the Town. This is supervisory work involving responsibility for planning and directing solid waste crews engaged in refuse collection and disposal, recycling collection, processing and marketing, and related activities. The employee in this class must assign areas of work, and by frequent inspections assure that sanitation standards are met. The Solid Waste Director is under the direct supervision of the Operations Manager, and the general supervision of the Town Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, oversees and supervises residential refuse collection and recycling operations in the Town.
- Directs, assigns, supervises, and evaluates the work of full-time and part-time employees in the department.
- Communicates with the public regarding solid waste operations, receives and processes customer complaints and inquiries.
- Assigns and inspects areas to be covered by solid waste crews.
- Receives and investigates complaints of householders and merchants.
- Sends motor equipment to Town garage for maintenance and/or repair.
- Supervises the recycling processing systems, such as material recovery facilities.
- Purchases equipment and supplies utilizing the Town's purchasing guidelines.
- Supervises recycling program, including collection, processing and marketing.
- Supervises the disposal of materials considered to be health and fire hazards.
- Develops, presents, and administers the annual operating budget for department.
- Assists in maintaining accurate revenues within the solid waste department.
- Supervises the brush collection, mulch, and leaf compost operations.
- Responsible for and maintains all required records of the air curtain burner, and/or any other reporting required of the solid waste department.
- Develops residential and commercial garbage collection routes.
- Operates as the staff appointee to the Keep America Beautiful program.
- Develops long-range plans for the Solid Waste Department.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of sanitary garbage and rubbish collection and disposal requirements and procedures, including State law; thorough knowledge of recycling procedures and applicable state and federal laws; general knowledge of motor equipment maintenance; ability to plan and supervise the work of others; ability to speak clearly; possess initiative to stay up to date on the latest refuse and recycling programs; ability to communicate well with the public.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; completion of a bachelor's degree from an accredited university with emphasis in civil engineering, business or public administration, or related field and extensive experience in refuse collection activities, several years of which shall have been in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must possess a current Tennessee CDL license.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 lbs.), infrequent moderate lifting (20-50 lbs.), and occasional heavy lifting (100 lbs. or more); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires visual perception and discrimination. Task requires sound perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 19
Exempt
January 30, 2024