

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Solid Waste Program Manager	Job Family: 3
General Classification: Management	Job Grade: 38

Definition: To plan, direct, and supervise solid waste collection, disposal, and recycling programs.

Distinguishing Characteristics: The Solid Waste Program Manager receives administrative direction from the Assistant Public Works Director – Transportation and Business Services and supervises the Solid Waste Section of the Public Works Department. The Solid Waste Program Manager is responsible for developing long-range plans for refuse collection, disposal, and recycling.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develop and implement strategic plans for reducing solid waste disposed at landfills.
2. Hire, train, supervise, and evaluate staff assigned to the Solid Waste Section. Assign work activities, projects, and programs; monitor work flow; and review and evaluate work products and methods.
3. Negotiate and manage contracts for refuse collection, processing, disposal, and recycling services.
4. Develop and implement various solid waste collection rate alternatives.
5. Supervise and review the work of consultants providing technical assistance for solid waste collection and disposal, recycling, public education, and regulatory compliance.
6. Act as a liaison with private industry; consultants; local, State, and Federal agencies; City officials; and the public.
7. Prepare for and conduct staff presentations at City Council meetings and public hearings on solid waste and recycling issues.
8. Develop, prepare, and administer the Solid Waste Section budget; prepare a variety of fiscal, administrative, and management reports; and prepare complex financial forecasting of expenditures and revenues.

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9. Ensure compliance with City, County, State, and Federal solid waste laws and regulations.
10. Prepare reports and make recommendations on the formulation of policy and procedures, often with Citywide impact.
11. Conduct financial analyses and prepare reports and make recommendations regarding rate structures, bonding, budgeting, and other financial matters.
12. Manage complex projects that cross departmental boundaries and require Citywide coordination and communication.
13. Represent the City in community and professional meetings.
14. Interpret Federal, State, and City regulations and coordinate their application to City operations.
15. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of strategic planning, contract review, and administration; an overview of pertinent local, State, and Federal laws and practices related to solid waste collection, disposal, and recycling; principles and practices of public administration, municipal finance, and budgeting; principles of contract and grant administration; principles of supervision, training, and performance evaluation; statistics and techniques of complex data analysis; principles and practices of supervision and training; municipal budgeting procedures and techniques; principles of public relations and communication; and principles of business correspondence and report writing.

Ability to: Plan, organize, implement, and direct solid waste programs; manage the analysis of complex administrative/operational problems; review complex organizational, administrative, and financial problems and recommend and implement an effective course of action; train and evaluate assigned staff; evaluate program effectiveness; coordinate work with other divisions, departments, and outside agencies; perform long-range planning; prepare cost estimates; supervise, train, and evaluate assigned staff; develop, prepare, and administer the Solid Waste Section budget; establish and maintain effective working relationships with those

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contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to a bachelor's degree with major course work in engineering, natural resources management, business administration, public administration, or a related field and four years of experience in a management position (including one year of supervision). Public-sector experience is highly desirable.

Required Licenses or Certificates: A valid California Driver License.

Working Conditions: Occasional visits to the transfer facility and closed landfills (frequent exposure to unpleasant environments). Required to work irregular work hours to accommodate Council meetings, public hearings, public meetings, etc.

Established: April 1992

Revised: March 2021

HRD/CLASS SPECS

Solid Waste Program Manager