

REFUSE AND STORMWATER UTILITY MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Refuse and Stormwater Utility Division within the Environmental Utilities Department including solid waste and recycling collection and disposal; to implement regulatory requirements related to stormwater program; to coordinate the division's activities with other divisions and departments; and to provide highly complex staff assistance to the Director of the Environmental Utilities.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Director of Environmental Utilities.

Exercises direct supervision over assigned management, supervisory, professional, technical, and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, and direct refuse and stormwater utility activities that include collection, recycling, and disposal of residential, commercial, and industrial solid waste refuse and implementation of regulations related to the City's stormwater program; monitor and report on closed landfill maintenance activities.

Direct, oversee and participate in the development of the Refuse and Stormwater Utility Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Refuse and Stormwater Utility Division budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division and department.

Research, direct studies, and make recommendations related to alternative solid waste collection/disposal methods and systems; report on closed landfill maintenance activities as related to gas emissions and groundwater contamination.

Refuse and Stormwater Utility Manager

- 2 -

Meet with developers and private engineers and make recommendations to the department head regarding anticipated infrastructure needs related to refuse collection/disposal operations and maintenance and to ensure they meet City requirements related to stormwater compliance.

Collaborate with other City departments, ensuring stormwater program requirements are met.

Monitor and ensure compliance with permits related to landfill and stormwater; coordinate with outside agencies to ensure mitigation of environmental impact related to City creeks.

Direct and oversee the activities of environmental consulting firms as related to solid waste issues.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern and environmentally-sound solid waste refuse collection, recycling, disposal operations and stormwater conveyance.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct Refuse and Stormwater Utility Division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Perform the most complex work of the department.

Understand and implement a variety of regulatory requirements related to refuse and stormwater operations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in solid waste refuse collection, recycling, and disposal operations, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, environmental studies or a related field.

License or Certificate

Possession of a valid California driver's license.

05-14-16 Refuse and Stormwater Utility Manager

04-15-06

07-01-03 Refuse Utility Manager

Refuse and Stormwater Utility Manager

- 4 -

07-01-01 Solid Waste Manager

04-24-97 Refuse Superintendent

10-01-88

07-01-79

10-30-73

03-03-71 Refuse Superintendent

-67

-65 Foreman, Street and Sanitation

-64 Garbage Service Foreman - Foreman Street, Sewer & Garbage

-64 Superintendent of Streets and Sanitation