



CITY OF NORMAN

Employment Announcement

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Web: www.normanok.gov

JOB TITLE:	Solid Waste Division Manager	JOB CODE:	01
DEPARTMENT:	Utilities – Solid Waste Division		
SALARY:	\$69,181 - \$98,505 Annually		
STARTING DATE:	ASAP		
JOB LOCATION:	3000 East Robinson		
WORK PERIOD:	8:00 a.m. to 5:00 p.m., Monday through Friday or as needed		
REPORTS TO:	Director of Utilities		

MINIMUM QUALIFICATIONS:

Education and Experience: Two years of vocational or technical school training or two year college degree in solid waste management or related field and professional development attained through seminars and programs related to municipal solid waste operations. Bachelor's degree preferred. Five years of experience in solid waste operations, including three years supervisory experience or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. **Licenses and Certifications:** Valid Oklahoma Commercial Driver's License (CDL) Class B with air brake endorsement and satisfactory driving record. Solid Waste Association of North America (SWANA) Certification in Integrated Solid Waste Management or Managing Collection Systems, Recycling Systems, Composting Programs, or Transfer Station Systems. OSHA Hazardous Waste Operations and Emergency Response 40-hour Course (HAZWOPER) preferred or the ability to obtain within one (1) year of employment. **Knowledge:** Management theory and supervisory methods and techniques. Utilities administration practices and methodologies. Current technologies and methods used in solid waste operations. Tools, equipment and materials used in solid waste operations. Occupational hazards and safety rules and regulations. **Skills:** Planning, organizing, assigning, directing, and reviewing work. Supervising, motivating, and evaluating staff to obtain effective results and meet established time frames. Communicating both orally and in writing. Interpersonal skills necessary to provide effective leadership to subordinates, maintain a variety of internal and external contacts, and work cooperatively with superior and subordinate staff. **Mental and Physical Abilities:** Analytical skills necessary to evaluate delivery of services critically, respond to deficiencies by identifying and implementing appropriate corrective actions, develop and administer sound policies, procedures and budgets, and oversee the work of others. Ability to concentrate and pay close attention to detail when preparing and reading reports, preparing budgets, or investigating citizen complaints. Limited amount of physical effort required associated with walking, standing, and lifting and carrying light objects approximately (5-10%) of work time. Ability to maintain regular, predictable and punctual attendance. **Additional Information:** Selected applicant must pass background investigation and drug screen.

MAJOR RESPONSIBILITIES AND DUTIES:

Essential Functions: Supervises professional, maintenance, operations, and administrative personnel; interviews and hires personnel; plans, schedules, and assigns work; ensures workers are instructed in correct methods and procedures and trained in safe operation of equipment; reviews and evaluates employee performance; takes disciplinary action when necessary. Supervises and participates in the planning of long and short range goals related to solid waste management; develops, implements, monitors policies and procedures; develops new programs and schedules; establishes project priorities. Plans, allocates, and monitors time, people, equipment, and other resources for the City to ensure efficient organization and operation, satisfactory

EQUAL OPPORTUNITY EMPLOYER



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SOLID WASTE DIVISION MANAGER

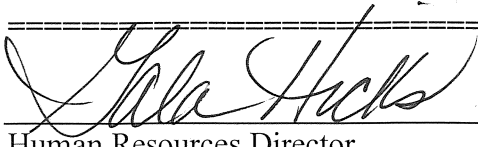
Utilities/Solid Waste Division

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work quality, safety, and timely completion of work; ensures all work is performed in conformance with appropriate standards and specifications. Ensures workers maintain a safe work area, follow safety rules and safe work practices, use safety equipment when required, and maintain equipment and tools. Prepares and presents budget for division; administers funds for division; monitors expenditures to ensure compliance with budget. Researches and develops equipment specifications; prepares bids; meets with vendors to evaluate products and services; recommends and requisitions equipment. Approves contracted maintenance and repair work; monitors and ensures contract compliance. Prepares RFPs and bids for contracted services including curbside recycling, recycling commodities, outside solid waste generators, and landfill; monitors and ensures contract compliance. Meets with the public to respond to questions and resolve problems; investigates, documents, and resolves complaints. Provides information, advice, feedback, or assistance to supervisors within the division to refine work outputs or resolve problems; interprets and explains safety rules and regulations and department policies and procedures. Supervises the purchasing and inventorying of equipment, maintenance and repair parts, and materials.

Other Major Responsibilities: Develops and maintains cooperative relationships with other City divisions and departments, outside vendors, and general public contacted in the course of work; assists other divisions/departments as needed. Supervises the preparation of or prepares reports, papers, and other documents appropriate to the department; maintains and updates records and manuals. Interacts with Director of Utilities and Utilities Engineers; keeps Director informed of division's activities and problems; provides technical advice to Director in solid waste management. Represents the City at meetings and through correspondence with county, state, federal, and regulatory agencies. Maintains and upgrades professional knowledge, skills, and development by attending seminars, training programs, and Solid Waste Association of North America (SWANA) certification courses, and reading trade and professional journals and publications. Implements new regulations that ensure public health and safety. Performs other related duties as required.

WORKING CONDITIONS: Works primarily in an office environment; however, time is spent outside (approximately 15% to 25% of the time) exposed to temperature extremes, dirt, dust, noise, etc. On call 24 hours a day, 7 days a week for emergencies.


Human Resources Director

8/13/14
Date


Department Head

8/12/14
Date

Open Recruitment

RECRUITMENT PERIOD

Requesting Supervisor

Date

EQUAL OPPORTUNITY EMPLOYER