

SOLID WASTE COLLECTIONS MANAGER

DEFINITION OF WORK

This is managerial work planning, assigning, and supervising daily activities of the Collection Services, Buildings and Grounds, Transportation, and White Goods Recycling Center within the Solid Waste Management Department. Employee supervises the transportation of debris and recyclables from all container sites and other County departments, state/federal buildings, schools, and landfills; supervises and schedules building maintenance of all Solid Waste Management buildings and grounds; and supervises CFC gas removal from white goods. Position functions as a member of the management team responsible for landfill operations in the Director's absence.

EXAMPLES OF WORK

Implements department policies and ensures all operations adhere to safety standards and comply with applicable County guidelines. Evaluates operations and identifies needed changes based on operational needs (i.e., staffing, equipment, budgeting, etc.). Employee screens applicants, interviews and selects for hire, dispatches truck drivers, develops work schedules, approves leave requests, evaluates personnel, assigns work, ensures employees follow safety guidelines and quality standards, provides guidance and direction, evaluates work and takes disciplinary action as necessary, implements and enforces safety practices and procedures, analyzes and assists in solving work problems, reviews incident reports of events and actions for accidents/incidents relating to areas supervised. Reviews Material Safety Data Sheet for all new material prior to use, schedules work with contractors for: waste oil removal at container sites, patching asphalt/paving, electrical malfunctions and services, and plumbing malfunctions and services. Evaluates needed changes involving purchases relative to construction materials and tools used in the construction of container sites and/or maintenance of buildings, appliances for use at container sites, and parts for grounds maintenance equipment. Write specifications for purchase of equipment, container boxes and trucks. Works closely with Master Mechanic Foreman on scheduling service and maintenance on trucks; and with the Recycling Coordinator in determining routes for recycling pick-up. Acts as the liaison between County, and other agencies in aspects of collection and disposal of municipal solid waste. Provides trucks and drivers for demolition projects and in storm clean up. Secures property leases for County container sites, procures property for purchase to be used for a container site. Plans, designs, has site surveyed, applies for permits, estimates materials needed, follows approved site plans and supervises subsequent site construction.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with emphasis in construction trades, landscaping, landfill operations management, refuse collection and/or operation and safety of heavy fleet trucks and equipment, and five years of experience that includes supervising and implementing refuse collection operations and construction trades; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, procedures and policies of Cumberland County as it pertains to the performance of the essential duties of this position; principles and practices of municipal solid waste collection to include supervising staff, assigning and reviewing work, instructing staff on safe work practices and safety equipment, and ensuring operations comply with applicable guidelines and policies; and laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of this position. Employee must be well informed on state and federal DOT heavy truck regulations. Ability to operate heavy trucks skillfully and safely; clean related sanitation equipment; understand and follow oral and written instructions; exercise tact and courtesy in contact with the general public; train and direct less-experienced employees; understand the occupational hazards and safety precautions required to perform the essential functions of this position; and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Must have and maintain a valid NC Class A CDL driver's license with an acceptable driving record and a law enforcement background check. Requires drug screening test and receipt of negative results for the use of drugs specified by County policy. Must meet industrial physical examination for sight, hearing, cardiovascular, pulmonary, chest x-rays, blood pressure, blood sugar and lead levels, chemistry profiles such as cholesterol and liver functioning, etc., prior to employment. Must be able to receive certification in Managing MSW Collection Systems and Manager of Landfill Operations within one year of hire.

ADA REQUIREMENTS

Work is performed in both inside and outside environments. Seasonal changes affect truck driving and work at container sites. Requires the ability to perform coordinated movements needed to operate standard office equipment and to operate motor vehicles. Some tasks require the ability to perceive and discriminate color or shades of color, sound, odor, depth, texture, visual perception and oral communications ability. Tasks may risk exposure to odors, smoke, electrical currents, dusts, machinery, chemicals, wetness, pollen and infectious waste. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, and reaching, and that generally involves lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (10-50 lbs).