

## **ASSISTANT SOLID WASTE DIRECTOR**

### **MAJOR FUNCTION**

This is an administrative and professional position responsible for professional level work in Solid Waste operations. Work involves responsibility for a variety of assigned projects and functional areas related to Solid Waste management activities.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Under direction of Solid Waste Director, coordinates and supervises various functions of the Solid Waste Department.
- Coordinates and supervises the design, construction, and renovation of recycling centers.
- Coordinates activities of tire and yard waste contractors.
- Coordinates green box operations.
- Assists Director in development and implementation of department policy and program plans for various functions of the department.
- Ensures the provision of quality service within all divisions of the department.
- Prepares various reports, documentation, special data requests, notices and new procedures regarding department operations.
- Coordinates intra- and interdepartmental activities, e.g., fleet, purchasing.
- Receives and provides resolution to customer, citizen, and business community concerns and inquiries regarding solid waste operations.

### **SECONDARY FUNCTIONS**

- Performs related duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

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### **SUPERVISION**

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

Bachelor Degree from four year college or university; with three years progressively knowledgeable and responsible experience in solid waste operations, with practical experience in the administrative aspects of the work, e.g., budget control, staff supervision, customer service; or equivalent combination of education and experience.

#### **Licenses**

Valid Florida Drivers License.

#### **Certifications**

Certified in the State of Florida as a Sanitary Landfill Operator and Transfer Station Operator.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions.

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- Ability to prepare budget requirements, construction project estimates and cost assessments associated with contract activities.

### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary or technical systems.

### **Specialized Skills and Abilities**

- Knowledge of the principles and practices of solid waste operations, specifically in the area of transportation, disposal, and operations management.
- Thorough knowledge of all types of equipment and the capabilities and maintenance requirements of equipment utilized in solid waste disposal operations.
- Ability to operate within guidelines of Florida Statutes for solid waste management.
- Considerable knowledge of modern principles and practices of administration and organization, including budget, personnel techniques, and management.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machinery and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, two-way radio, survey equipment, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

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**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will regularly be required to stand, walk, sit, talk and hear. Vision requirements are close, distance, and peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, outdoor weather conditions, extreme heat or cold, explosives, and vibration. The typical noise level for this environment is loud.

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Pay grade: 27	Status: E
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