

Job Class Code: 4980	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan and manage the operations and activities of the Waste Management Division. The class is responsible for supervising subordinate personnel, planning and delegating activities, budgeting for division, formulating and implementing policies, maintaining quality control, and tracking and reporting operations. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Plans and delegates waste management activities for refuse collection and disposal including establishing short and long-range goals.
- Participates in regional discussions and collaboration regarding waste disposal issues.
- Supervises subordinate personnel, including training, scheduling, assigning and evaluating work.
- Prepares and administers budget for the division and monitors expenditures.
- Establishes benchmarks for and formulates and implements related policies and procedures.
- Maintains waste management quality control including inspecting and observing work in progress to ensure effectiveness and efficiency per established goals.
- Tracks and reports refuse collection and disposal operations using various techniques.
- Develops and manages divisional plans and programs such as service areas, route design, and the City's recycling program.
- Researches, prepares cost analysis for, and writes specifications for division equipment.
- Assigns, administers, and approves various personnel actions including hiring and training of divisional employees.
- Performs related tasks as necessary such making educational presentations to civic groups.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.

Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Basic knowledge of waste management industry and practices is preferred.
Skills	Must possess strong leadership, communication, and management skills. Excellent interpersonal skills, including teamwork, are necessary. Excellent analytical, planning, and organizational skills are needed.
Abilities	Must possess the ability to work well with all functional levels in the organization and resolve complex problems.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business or public administration or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Certified by SWANA (Solid Waste Association of North America) as a Certified Collection Systems Professional, or the ability to obtain same within twelve (12) months of hire.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.