



## City of Irving Job Description

### Solid Waste Services Director

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Solid Waste Services (SWS)
<b>Job Code:</b>	1R01	<b>Reports To (Job Title):</b>	ACM Public Works & Infrastructure

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#### PURPOSE

To plan, organize, direct and control the activities of the Solid Waste Services department. The landfill is critical infrastructure of the City, ensuring that the community, public and environment are protected environmentally. In addition to managing the landfill and collections divisions, the position also establishes, coordinates & monitors the commercial waste hauler franchise agreements.

This position ensures that the solid waste operation is operated in accordance with all environmental, and transportation rules and regulations, so as to avoid significant regulatory sanctions. Further, it provides leadership and guidance to solid waste department consistent with the Strategic Plan. Also, the position represents the City in sub regional planning activity and serves as voting member on the Resource Conservation Committee (and sub-committees) of the North Central Texas Council of Governments (NCTCOG).

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Develop, plan, and implement the Solid Waste Services Department's goals and objectives, in support of the Strategic Plan; recommend and administer policies and procedures.
- Administer and oversee the department's budget including expenditures, revenue, bond funds, and accounting necessary for enterprise fund. Monitor expenditures and forecast future budget needs.
- Direct, oversee, and participate in the development of department work plan, goals and objectives; assign work activities, monitor work flow & progress; review and evaluate work products.
- Supervise the Solid Waste Collections and Disposal operations, and administrative staff.
- Respond to City Management and City Council requests for information; prepare and present reports, updates, etc. regarding solid waste services activities.
- Provide direction and leadership to the solid waste staff towards fulfilling department mission and city strategic plan.
- Oversee project management responsibility for the Hunter Ferrell Landfill.
- Negotiate the scope and contract requirements for all projects utilizing outside consulting engineers for landfill construction and planning projects.
- Oversee landfill development, operation, performance of mandated controls, and permit(s) compliance; Assure the timely preparation of recurring reports, e.g., reports to regulatory agencies, payment of mandated fees, and contract administration; Assists with managerial studies, e.g., study of new regulations and outlining proposed compliance plans, study and report of new procedures and equipment; implementation of control procedures including personnel training.
- Represent the department to the community and its citizens.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

- Assure regulatory compliance with state (Texas Commission on Environmental Quality, TCEQ) and Federal agencies (Environmental Protection Agency, EPA). Monitor all media including storm water, ground water, leachate, landfill gas, and air quality to assure that no releases occur and to maintain compliance with all landfill permits.
- Evaluate new solid waste management options, concepts and ideas and evaluate for applicability to the City; Implement operational or technological changes, as necessary, to insure long-term disposal capacity for the citizens of Irving.
- Develop staff to understand work-related responsibilities to improve service, performance and assist in their professional development.
- Oversee the development of written departmental policies and procedures, business practices, SOP's and review City policies with leadership team and staff.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Represent SWS on the Citywide Safety Review Committee.
- Serve as Team Leader for Goal 9 – Infrastructure
- Serve as Team Member for Goal 10 – Environmental Sustainability
- Coordinate Solid Waste Services activities with other City departments and outside agencies
- Attend meetings of the City Council, Council Committees and other groups to provide information relating to solid waste services operations

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 90 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

The position is responsible for the Solid Waste Services fleet, including over 90 collection vehicles and the heavy equipment fleet for the landfill, together valued at approximately \$17 – 20 million. Further, this position is solely responsible for the budget (between \$10 – 12 million), business, fleet, regulatory requirements, future management plans and operations, and expansion to service or facilities.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor of Science in Civil Engineering, Business Administration, or a related field.

### **EXPERIENCE**

- At least ten (10) years of combined solid waste management and general business management skills.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.

## **KNOWLEDGE OF**

- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Personnel & Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Federal, State and local laws, codes, and regulations
- Various types of equipment and maintenance to assure proper fleet for waste collections and disposal operations.
- Solid waste collection practices, route design, waste minimization & diversion techniques
- Solid waste industry safety practices and procedures.
- Contract Management: Methods for administering and managing contracts, understanding their terms and conditions, and payment thereof; also, purchasing laws and procedures.
- Marketing practices and how to apply them to public education of services provided.
- Statistics: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Industry Software: Software understanding sufficient to use / learn landfill scale software, routing software, Enterprise Resource Planning (ERP) / Management Information Systems (MIS) software, and various other citywide software.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City, including The Microsoft Office suite with Project and Publisher, as well as Visio software.

## **SKILLS AND ABILITIES IN**

- Responsive Management: Administering department / programs so as to be responsive to the needs of the community.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Interactive Presentation: Effectively presenting information to groups and responding to questions, as well as utilizing graphic communication techniques as appropriate.
- Cooperation: Establishing and maintaining cooperative work relationship with all persons contacted through the course of work.
- Persuasion: Convincing others to approach things differently, which includes gaining cooperation through discussion.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Stakeholder Responsiveness: Identifying and responding to public and Council issues or concerns, as well as the variables / obstacles that must be changed to achieve related goals.
- Policy Interpretation: Interpreting Federal, State, and local policies, procedures, laws, and regulations and their impact departmental operations.

- **Quantitative Business Analysis:** Following precise practices for assessing landfill capacity by using survey instruments, computer calculations of volumetric and weight conversions, and complete spreadsheet projections of future volumetric capacity needs.
- **High-Level Reporting:** Preparing reports for regulatory compliance, in-house review and information and between municipalities, state agencies & regional authorities.
- **Applied Technology:** Using computers & software to manage daily office functions, specific engineering functions, and solid waste issues, such as landfill data collection and management, landfill gas monitoring, route design, etc.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

City Council Members; TCEQ & Other Regulatory Staff; National & State Professional Associations; Contractors; Consultants; Residents; Civic Groups; Businesses; Vendors

## **EQUIPMENT AND PROPERTY**

Responsible for all equipment and property assigned in support of departmental operations, which includes the municipal landfill, welding shop, waste collection equipment & landfill heavy equipment, and a significant portion of the Briery Yard. Further, it directs and delegates the maintenance of all assigned equipment and facilities. The employee utilizes computer hardware and software, office machines, a blackberry and/or cell phone, telephone, copier/ FAX, two-way radio, scanner, automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, sit, stand, and/or talk. Occasionally, s/he is required to drive a vehicle, carry, kneel, and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to a dirty environment, electrical hazards, outside weather conditions, moving mechanical parts, and/or toxic or caustic materials. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.