

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB219 Solid Waste and Recycling Superintendent
<b>POSITION #/TITLE:</b> 1245 Solid Waste and Recycling Superintendent	<b>Adopted:</b> 07-07
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept /Division:</b> Utilities/Solid Waste & Recycling	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 18
<b>Reports To Position #/Job Code #/JC Title:</b> 2430/NB356/Utilites Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Word, Excel, Access, PowerPoint
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
------------------------------------

Directs and manages the operation of the City's solid waste, yard waste and recycling collection programs and activities; performs related work as required.

<b>Distinguishing Features of the Class</b>
---

Extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all solid waste, yard waste and recycling collection staff.

<b>Examples of Essential Work (Illustrative Only)</b>
---

Provides effective, professional leadership, positioning the Solid Waste and Recycling Division to meet the community's current and future Solid Waste, Organics and Recycling Collection needs through appropriate technologies and services;

Plans, organizes and directs the solid waste, organics yard waste, and recyclable materials collection system;

Manages division work, project and personnel activities of solid waste, yard waste and recyclables collection;

Directs the strategic planning, policy development and data collection and reporting activities of the division;

Oversees the preparation and monitors the activities of the operational and improvement budgets;

Directs the development of plans, programs and development projects relating to solid waste, yard waste and recyclables collection;

Develops and delivers reports and presentations to the City Council and public groups concerning policies, projects and regulatory compliance issues;

Explains specifications, negotiates contracts, and monitors the activities of contractors, developers, engineers and consultants involved in the division's solid waste, yard waste and recyclables collection projects;

Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in solid waste, yard waste and recyclables collection operational activities;  
Monitors program and project specifications and develops divisional purchasing recommendations in accordance with Purchasing Services policies and procedures;  
Inspects projects and problematic situations to determine what work is needed and how it best may be accomplished;  
Directs record keeping and supervises the preparation of necessary reports;  
Researches and responds to public inquiries concerning division activities and policies;  
Coordinates City response to economic development issues and their impact on solid waste, yard waste and recyclables collection activities;  
Serves as division spokesperson and news media liaison;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of the principles and practices of solid waste, organic and recyclables collection business management, including strategic planning, budgeting and personnel administration;  
Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for solid waste, yard waste and recyclables collection;  
Thorough knowledge of rate setting, billing and accounting principles, practices and techniques;  
Ability to plan, organize and manage solid waste, yard waste and recyclables collection projects;  
Ability to read and interpret specifications and contracts;  
Ability to train, assign, motivate, supervise and evaluate the work of others;  
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, engineers, professional consultants and subcontractors both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing refuse and recycling proposals, billing and accounting information and regulatory terminology;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, environmental science or other related field; and  
Considerable experience in solid waste, yard waste and recyclables collection operations; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Driver's License upon appointment.

SWANA (Solid Waste Association of North America) Certificate in Solid Waste and Recycling Collections Management.

<b>Essential Physical Abilities</b>
-------------------------------------

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to inspect a wide variety of solid waste, yard waste and recyclable accounting and collection projects on site and review a variety of written materials;

Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;

Sufficient personal mobility, which permits the employee to inspect collection projects.