CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Sanitation and Solid Waste Manager** **UNION:231**
SG:7
DEPARTMENT: **Public Works** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for planning, developing and managing the operations, initiatives, programs, and projects of the Sanitation and Solid Waste Division in support of the City's environmental goals and objectives. Oversees contracts for service, cleanup efforts of all types of illegal dumping and litter, public education and outreach and other programs to reduce solid waste generation. Assists in managing post-construction remediation sites, including closed landfills. Supervises Sanitation and Solid Waste division staff in all aspects of work, scheduling, and employee performance. Represents the City of Bellingham in regional and local solid waste planning and management processes as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Superintendent of Maintenance. Works under general supervision and under the guidance of City and Departmental policies, procedures as well as local, state, and federal regulations, policies, and laws.

Supervises office and fieldwork of all Sanitation and Solid Waste Division staff and additional employees as assigned. Works as part of a team and coordinates with other City Public Works division supervisors and staff, private contractors, and maintains close working relationships with other City Departments. Collaborates with designated community organizations and committees.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates, plans, manages, and exercises supervision over staff in a wide variety of Sanitation and Solid Waste Division operational activities and services such as cleanup plan development, remediation and construction, litter control and illegal dumping cleanup and prevention, cleanup of illegal encampments on public rights of way and City owned properties, code compliance, and public education and outreach. Researches, develops, recommends, and implements program policies, procedures and protocols. Ensures compliance with legal and environmental standards and regulations.

2. Reviews daily accomplishments and modifies work priorities as necessary. Responsible for hiring, establishing performance standards, and conducting performance evaluations. Responsible for coaching and corrective action and participates in disciplinary action. Schedules the work of the Sanitation and Solid Waste Division staff.

3. Participates in managing, monitoring and maintenance for the Model Toxics Control Act (MTCA) and/or Comprehensive Environment Response, Compensation, and Liability Act (CERCLA) sites after the remedy has been constructed. Assists in cleanup plan development, permitting and construction performed by the Engineering staff. Responsible for implementation of post cleanup monitoring activities, reporting requirements and compliance. Assists in characterization, disposal, and permit compliance of contaminated materials when encountered during Capital Project implementation.

4. Develops and manages long-term programs and outreach activities for waste reduction in the City, including compliance with city ordinances, recycling, beneficial reuse, litter control and illegal dumping and illegal encampment site cleanups. Ensures coordination with other local entities and non-profits on litter control, illegal camping and illegal dumping.

5. Manages Solid Waste Division contracts, such as residential solid waste recycling services and use agreements. Negotiates terms and services of contracts. Solicits and develops requests for qualifications and or proposals process, in accordance with applicable procurement guidelines, for contractor or consultant selection.

6. Manages equipment and consumable materials. Prepares and coordinates availability of materials and equipment required to meet division responsibilities.

7. Develops work-site plans for significant operations, maintenance and cleanup activities.

8. Prepares and monitors program and project budgets, including grant applications and grant management, for review and approval.

9. Coordinates with permit review staff for solid waste collection and disposal requirements.

10. Assists Wastewater division staff in with the processing, disposal or beneficial use of biosolids generated by the city.

11. Manages the City of Bellingham Vactor Waste facility including permitting, maintenance, operations, costs, fees, and daily operations.

12. Develops and/or coordinates ongoing on-the-job vendor and in-house training for all solid waste system work tasks. Develops and enforces safety and training policies and procedures.

13. Evaluates, determines, and collects data on city-wide solid waste and recycling. Develops annual reports for City and public use.

14. Responds to public inquiries on all issues related to solid waste, including complaints regarding contracted residential solid waste or recycling service.

15. Serves as the City representative on the Whatcom County Solid Waste Advisory committee. Develops relationships and coordinates work with community organizations such as Whatcom County Public Health and the homeless outreach team.

16. Advises and informs City management staff and elected officials with recommendations to meet conditions of federal and state regulations, as well as suggestions for implementation of these regulations.

ADDITIONAL WORK PERFORMED:

1. May fill in during the absences of the Public Works Superintendent of Maintenance

2. May assist the Superintendent in the evaluation and preparation of annual maintenance work plans.

3. Performs skilled labor as necessary in emergency situations.

4. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Local, state and federal solid waste policy, planning and regulations
- Hazardous waste site clean- up and control projects, regulations, practices, construction and post clean up monitoring
- Solid and Moderate risk waste planning and operations, waste reduction and recycling and composting activities.
- Closed landfill maintenance and testing
- High hazardous waste regulations and processes
- Public education and communications strategies
- Long term project management and contract management
- Public sector budgeting, purchasing, contracting and records management
- Principles and practices of leadership, supervision, and personnel management
- Knowledge and skill using a variety of computer applications such as the Maintenance Manager system, word processing, databases, spreadsheets, and familiarity with Geographic Mapping Information Systems (GIS) applications.
- Application of scientific methods, research methods, problem solving and decision-making models, and statistical data analysis techniques.

Skill in:

- Strong leadership skills including time management, problem analysis and resolution including in emergency situations, interpersonal sensitivity, and adaptability.
- Demonstrated skill in managing, leading, and organizing staff, including the ability to effectively coach and provide performance feedback.
- Excellent oral communication skills for working with federal and state agency personnel, local government staff, residents, and public officials.
- Excellent written communication skills (both business and technical) for preparing detailed permit applications, reports and policy recommendations.
- Project development and engineering principals.

Ability to:

- Independently plan and organize work assignments in order to meet critical deadlines; ability to independently research issues as required.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Communicate accurate information and ideas with others;
  - Perform outdoor data collection duties under inclement conditions;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine
  - Sit and stand for long periods of time;
  - Traverse over rough terrain on a regular basis;
  - Frequent lifting up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting and outdoors in developed and undeveloped areas. Travel for professional meetings and to worksite locations is required. Occasional exposure to outdoor weather conditions. This position requires the ability to traverse on uneven terrain and in and around bodies of water. Occasional interactions with the public which may include exposure to hostile and offensive language. This position is required to use appropriate safety equipment and

follow established safety policies. Works extensively at a computer workstation. Work involves moderate risks involved in working with the public and a variety of situation-specific conditions which may include exposure to moderate to high hazardous materials. This position has moderate exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor of Science degree in Civil or Environmental Engineering, Environmental Sciences, Public or Business Administration, or equivalent multidisciplinary science degree.
- Solid Waste Association of North America (SWANA) certification in Managing Integrated Solids Waste Management Systems, or the ability to obtain within 12 months of hire.
- Three (3) years' experience with municipal solid waste operations, programs, litter control and recycling.
- Two (2) years supervisory or lead experience required.
- Familiarity with Local, Federal and State solid waste regulations.
- Experience using a variety of computer software systems including MS Office suite, word processing, excel, maintenance management system, database management and familiarity with Geographic Information Mapping Systems (GIS).
- Experience developing, implementing, and tracking budgets.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must successfully complete and possess the Hazardous Waste Operations and Emergency Response (HAZWOPER) certification within one (1) year of hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving record abstract prior to hire.

PREPARED BY: M. Olinger
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REVIEWED BY: _____
Eric Johnston, Director of Public Works

REVISED BY: