Solid Waste Manager

POSITION SUMMARY

This position is responsible for coordinating, directing, facilitating, and managing operation and maintenance activities in the Solid Waste Division of the Public Works Department. Work is performed under the general direction of the Public Works Director and/or the Deputy Public Works Director. Responsibilities include oversight of Solid Waste Collections, Disposal, and Recycling operations while assuring compliance with the monitoring, sampling, and reporting requirements of the City of Dickinson, North Dakota Department of Environmental Quality, and the US Environmental Protection Agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the Solid Waste Division staff. Work tasks include making hiring and firing recommendations, providing technical advice and guidance, monitoring employee performance and safety.
- Oversee the planning, organizing, and implementation of operations and maintenance activities for the Solid Waste division equipment and facilities.
- Attends and participates in meetings at various levels to promote or seek input on proposed programs and needs. May represent the Public Works department and make presentations regarding operational activities at various meetings.
- Develops and delivers Solid Waste programs for area schools, community organizations, businesses, including education and training of City Staff and public.
- Responds to public concerns and questions regarding assigned divisions.
- Ensure that all citizen and internal complaints regarding operations are handled in an efficient and appropriate manner.
- Participates in planning of City infrastructure projects and monitoring projects as necessary. Coordinates, monitors, and evaluates, the maintenance and operation of assigned Public Works facilities.
- Advise and make recommendations to the Public Works Director regarding the proper and efficient operation of the Solid Waste division including cost and operational analysis, required levels of employees' equipment and material, development of performance standards, and the establishment of divisional goals and objectives.
- Ensures that work is performed according to City specifications and standards.
- Prepares weekly and monthly operations, maintenance, and repair summary reports.
- Ensures that Solid Waste operations are compliant with local, state, and federal regulations.
- Prepare, review and recommend specifications for bids relating to tools, materials, and equipment to include solicitation of quotations from vendors.
- Provides input and assists in the development of objectives, general policies and procedures related to solid waste within the established scope of departmental operational goals and plans.
- Participates in the development of the department's annual budget, participates in the forecast of funds needed for staffing, equipment, materials, and supplies. Monitors and approves solid waste operating expenditures.
- Performs other duties and functions as necessary.

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Knowledge, Skills, & Abilities:

- Knowledge of methods, materials, tools, and equipment used in installation, operations, construction, and maintenance of assigned systems of Solid Waste infrastructure;
- Knowledge of supervisory principles including interviewing, training and performance management;
- Knowledge of utility billing procedures and policies pertaining to the Solid Waste division;
- Has an advanced skill level as it pertains to customer relations and service techniques;
- Ability to conduct public education and outreach activities and programs;
- Knowledge of applicable hazards and safety practices;
- Ability to prepare/maintain clear, accurate, and concise reports, documents, and files;
- Highly skilled at maintaining inventories;
- Ability to diagnose and repair inoperative department systems;
- Highly skilled at troubleshooting and repairing heavy and/or light equipment and vehicles;
- Ability to perform preventive maintenance on assigned systems;
- Ability to read and comprehend maps, diagrams, engineering plans and specifications.
- Knowledge of GIS (Geographic Information System), City geography and street locations;
- Knowledge of Local, State, and Federal laws, codes, regulations, and permits pertaining to the operations of Solid Waste collections, disposal, and recycling,
- Ability to effectively communicate both verbally and in writing .
- Knowledge and ability to use computer and software relating to Public Works Management.

QUALIFICATIONS

Education And Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.),Bachelor's degree in environmental science, business, or related field preferred.
- Five years increasingly responsible experience in the operations and maintenance of solid waste.
- Three years in a professional supervisory capacity.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid North Dakota Driver's License
- ND DEQ Landfill Operator Certification (within one year)

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, standing, walking, driving, lifting, grasping, talking, hearing, seeing, and repetitive motions.

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- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions and intense noises.
- Physical ability and stamina to perform strenuous physical work; exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects

CLASSIFICATION: Grade 19 (PW-19)
FLSA: Exempt
Updated: 7/2024 by Director Praus, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.