

## **CLASS TITLE: REFUSE & RECYCLING MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is directly responsible for the management of residential and commercial refuse programs, residential recycling programs, bulky waste pick up, and other City refuse and recycling programs and initiatives, ensuring accurate billing and timely delivery of service and maintaining compliance with contracts for the City of Tulsa and the Tulsa Authority for the Recovery of Energy (TARE) and applicable laws and other related assigned duties.

### **ESSENTIAL TASKS:**

- Oversees the billing of all bulky waste, commercial refuse, mulch site and intergovernmental services
- Prepares best practice recommendations to the administration and management to support the initiatives of the City of Tulsa and TARE
- Provides a yearly cost of service calculation to identify ways to best utilize resources and service contracts resulting in appropriate service levels, compliance, and data driven processes
- Monitors refuse and recycling contracts to assure compliance with local, state, and federal laws
- Prepares division budget and continually monitors the budget to ensure it remains within appropriated financial parameters
- Supports the City and its citizens in emergencies by determining needed resources, including provisions for equipment and manpower and reporting for both TARE and the Federal Emergency Management Agency (FEMA), as part of the Emergency Response group
- Understands open meetings act and operating under a Title 60 state board, including recommended guidelines for meeting protocol and procedures
- Performs data analysis and utilizes that information for reporting and tracking purposes so that work performed is based on identified needs
- Manages employees with citation writing authority and coordinate with the courts and WIN
- Manages, enforces and maintains adherence to federal, state and local rules and regulations regarding the management of solid waste
- Must report to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, finance, accounting or other related fields; and four (4) years of progressively responsible experience in refuse, recycling, customer relations or a related field, including lead or supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the laws and ordinances governing City of Tulsa refuse and recycling collection; considerable knowledge related to contracts, purchasing, the request to bid process, contract writing, and processing of purchase requisitions; and good knowledge of best practices regarding refuse collection and recycling methods, procedures, and techniques; knowledge of the geography of the City. Ability to maintain accurate records and prepare complex, detailed reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, sitting, reaching, bending, kneeling, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License. OSHA 30 preferred.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

**Class Code: 1009**

**EEO Code: E-05**

**Pay Code: EX-40**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective date: December 16, 2020**