CLASS TITLE: REFUSE & RECYCLING MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work, directing subordinate personnel engaged in refuse and recycling (R&R) operations; transactions related to maintenance of the refuse and recycling database and billing systems; administers contracts; and other related assigned duties.

ESSENTIAL TASKS:
• Plans, coordinates, and supervises personnel, administers contracts and collection services
• Assures licensing and ordinance agreement compliance
• Assures accuracy of the R&R group reporting systems by analyzing and monitoring daily reports and compiling a monthly summary
• Coordinate and perform updates to new and existing utility accounts
• Performs research, analysis, ordinance interpretation as requested by management, customers or haulers
• Ensures that ordinances are enforced
• Investigates and resolves inquiries and complaints from the Mayor's Action Center
• Identifies and develops reports to monitor the accuracy of the utility database, responding to service requests and assuring proper payments to the contractor
• Monitors residential, commercial and intergovernmental billing systems and revenues and resolves problems
• Exercises approval authority on standard items such as Physically Limited eligibility
• Serves as an information resource to the general public on refuse and recycling questions
• Prepares and monitors R&R budget and goals
• 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 an associate’s degree in business administration, public administration, or closely related field and (5) five years of responsible experience in solid waste management, 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 modern developments regarding refuse disposal operations; knowledge of municipal solid waste management operations, methods, and practices; and knowledge of federal, state, and local laws and regulations governing the collection and disposal of solid waste. Ability to analyze administrative problems and develop appropriate solutions; ability to develop long range plans; considerable ability to communicate effectively both orally and in writing; ability to plan, coordinate, and supervise the work of subordinate personnel; 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 dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 50 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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-36

Group: Clerical and Administrative
Series: General Administrative

Effective date: February 29, 2016