

CLASS TITLE: REFUSE & RECYCLING SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administration and operational management in directing the Streets & Stormwater Refuse & Recycling (R&R) Division; directs comprehensive solid waste programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and manages all functions of the R&R Division
- Administers operational directives of Tulsa Authority for Recovery of Energy (TARE)
- Administers and monitors service agreements
- Approves purchase requests, material expenditures, staffing requirements, routes, and future expansion of needed services and facilities
- Coaches, counsels, directs, and communicates policies, procedures, and strategic goals and objectives to subordinates
- Researches and resolves customer and personnel problems
- Monitors, tracks, and evaluates field customer services performance and costs
- Plans and directs the development, utilization, and maintenance of the all property equipment, refuse facilities, and staff involved in the collection of refuse
- Administers contracts for solid waste collection and disposal
- Interprets and applies federal, state, and local laws, regulations, and ordinances related to the department's operation
- Oversees solid waste investigations and operations
- Conducts research and prepares technical papers, contracts and status reports for TARE, City Administration and City Council
- Conducts subordinate personnel performance planning and review
- Coordinates training of new personnel
- Develops and administers annual budget
- Acts as spokesperson of the City of Tulsa and TARE to citizen groups, contractors and other elected officials
- Oversees preparation of work schedules, daily time sheets, and work records
- Serves as an advisor to the Metropolitan Environmental Trust
- 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 engineering, business or public administration, and seven (7) years of progressively responsible experience in public utilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of federal, state and local laws, ordinances and regulations pertaining to solid waste collection and disposal and recycling collection services; considerable knowledge of solid waste management and operations; considerable knowledge of economic principles and how they apply to solid waste management; and considerable knowledge of the principles and practices of supervision, office management and other business administration practices, including data processing applications, accounting principles and contractual agreements. Ability to prepare comprehensive reports and maintain detailed records; ability to perform detailed and accurate analysis of solid waste management and recycling needs; ability to communicate effectively, both verbally and in writing; ability to analyze complex administrative problems and to develop appropriate solutions; ability to develop long-range plans; ability to plan, supervise and coordinate the work of subordinate personnel; ability to prepare and administer complex written agreements and contracts; ability to plan, direct and coordinate a comprehensive solid waste management program for a municipality; 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

Page 2 (continued from Refuse & Recycling Systems Manager)

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" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1023

EEO Code: E-01

Pay Code: EX-48

Group: Clerical and Administrative

Series: General Administrative

Effective Date: February 29, 2016