



CITY OF
ST. AUGUSTINE[™]
 EST. 1565
**PERSONNEL
 MANUAL**

3.	Job Description
3.2	General Employees
3.2.18	Manager, Solid Waste & Sanitation

Job Position Manager
 Department Utilities
 Division Solid Waste and Sanitation

Job Description

Under general direction, plans and supervises refuse, recycling and lawn debris collection and disposal activities, and street sweeping of the City, ensuring all City waste is properly collected and disposed of by City crews and ensuring compliance with all applicable policies, procedures, laws and regulations. Directs all employees of the Division, taking appropriate corrective action as required. Department’s coordinator for emergency operations and storm response.

Employee must exercise independent judgment in assuring efficient Division operations. Work is performed under the general direction and supervision of the Utilities Director. Subject to overtime work and responds to job-related emergencies as needed.

Job Responsibilities

Oversees all Division field and office functions, ensuring compliance with all applicable policies, procedures, laws and regulations.

Supervises division employees and reviews the assignment and completion of work schedules and collection routes to assure desired results are achieved. Takes appropriate corrective and disciplinary action with employees as required.

Directs the daily collection and disposal and recycling of City waste.

Periodically reviews collection routes and schedules for possible adjustments. Operates heavy equipment and trucks as required for daily collection, transport, and management of solid waste.

Monitors commercial dumpster accounts to ensure current status of fees and service rendered. Contacts individuals requesting dumpster service. Establishes dumpster size, pick-up frequency and location.

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Job Responsibilities (continued)

Assures frontload drivers master route sheets and daily route sheets are current.

Maintains inventory of spare dumpsters, residential and commercial carts, recycling bins and carts. Assures rotation of in-use dumpsters for maintenance and repairs.

Receives and responds to public inquiries, concerns, and complaints involving Division activities and services.

Ensures availability of adequate and properly functioning, safe vehicles, equipment, tools, and materials necessary for proper and efficient Division operation.

Coordinates Division activities with other City Departments and Divisions as required. Coordinates Division participation in special events.

Develops, maintains, and reviews Division records and reports; recommends changes indicated; prepares reports as directed. Maintains employee payrolls, records, and reports. Prepares annual Division budget requests; monitors and administers Division budget.

Assures employee safety by observing and reviewing current practices and by discussions with employees. Attends monthly safety committee meetings as scheduled.

Conducts personnel evaluations, for all Division employees, in accordance with prescribed City evaluation forms reports, procedures and time schedules, to objectively measure the performance of an employee in accordance with the applicable job description. Takes corrective action as necessary. Interviews applicants for Division job positions, makes recommendations for hire.

Serves as Department's liaison to the City as related to emergency operations in general and storm response and clean-up, specifically. Works with the Director to ensure Department's written hurricane response plan is current and reviewed annually. Assists Director in coordinating all Divisions' personnel and equipment prior, during, and after storms/emergencies.

May represent the Department at City or County Emergency Operations Center (E.O.C.) and/or communicates with the City's Emergency Coordinator at the Director's direction. Ensures applicable FEMA information is gathered and reported.

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Job Responsibilities (continued)

Serves as liaison to the Human Resources Department regarding insurance issues and the General Services Department regarding FEMA and emergency related issues.

Performs other tasks as required.

Education, Training and Experience

Associate degree with coursework in business, public administration, public works administration, or civil/industrial/mechanical technology or possess Solid Waste Association of North America (SWANA) Solid Waste Managers certification preferred. An applicable combination of relevant education, experience and certifications may be considered in lieu of an Associates degree; three to five years' experience in Solid Waste, Recycling, or equivalent field with 1 to 2 years at a supervisory level. Possesses knowledge of solid waste collection, handling, and disposal requirements, plus knowledge of motorized equipment and maintenance. Demonstrated ability to plan and supervise route collection activities. Experience with Microsoft Office strongly preferred.

Training in the National Incident Management System preferred, or course work completed within 1 year.

Driver's License Requirement: Valid Florida Driver's License Classification B-N or ability to obtain within six months of hire.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, kneeling, and crouching throughout the day; frequently operate computer including keyboard and mouse; and work outside in various conditions. The employee must frequently lift or move items up to 40 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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