

TITLE: ASSISTANT MANAGER OF SOLID WASTE SYSTEMS

CODE: 38272

GENERAL DESCRIPTION:

This is highly responsible solid waste systems management work involving plant engineering and the oversight of plant operations.

Work involves responsibility for safe, effective and timely maintenance and operation of the solid waste processing plant. Duties include directing plant operations, maintenance and repair and developing solutions to engineering problems. This position also has the responsibility for making difficult solid waste processing decisions. This work requires that the employee have considerable knowledge, skill and ability in solid waste processing systems.

SUPERVISION RECEIVED:

Works under the general direction of the Manager of Solid Waste Systems.

EXAMPLES OF DUTIES:

Assists in planning and directing the objectives and operation of a large department. Monitors department activities and recommends corrections. Supervises subordinate supervisors and staff employees.

Analyzes and resolves plant engineering problems. Confers with consulting engineers on plant modifications and upgrades and coordinates plant installations and construction.

Gathers and analyzes information on department effectiveness and efficiency and recommends operation policies and procedures. Drafts reports. Reviews forms and reports from subordinate staff.

Assists in developing budgets and reviews subordinate budgets. Assists in developing capital budgets. Reviews department expenditures and recommends approvals.

Supplements employee training and counseling. Administers union contract language, oral and written warnings and researches and recommends higher level discipline. Assists in employee selection, performance evaluation review and reclassification recommendations for engineering, maintenance and operations staffs; provides direct training as necessary. Assures safe work practices.

Assists in coordinating department operations and goals with other District departments and government agencies. Assists in coordinating department operations and the personnel, materials and equipment necessary for projects, objectives and programs.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of solid waste processing plant principles and practices.

Good knowledge of mechanical engineering principles and practices as applied to solid waste processing plant maintenance and operations.

Good ability to analyze mechanical engineering designs and to develop solutions to plant engineering problems.

Good knowledge of public administration principles and practices as applied to a large and varied organizational department.

Considerable ability to communicate orally and in writing and to coordinate varied and complex operational and administrative activities and to lead others in a work group or groups.

Good ability to administer policies and procedures including planning, financial management, routine decision-making, and report development and writing.

Good ability to monitor the work of large work groups and to supervise selected work units.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, consultants, commercial solid waste haulers, contractors, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in civil, mechanical or electrical engineering plus eight years of progressively responsible public works or solid waste systems experience including at least two years in a supervisory capacity.

SPECIAL REQUIREMENTS:

None.