



# City of Watsonville

## Job Description

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**JOB TITLE:** Integrated Waste Superintendent

**DATE APPROVED:**

**DEPARTMENT:** Public Works & Utilities

**SUPERSEDES:** N/A

**REPORTS TO:** Solid Waste Division Manager

**SUPERVISION:** May act as Solid Waste Division Manager, Integrated Waste Supervisor, or Waste and Recycling Center Supervisor in their absence

**EMPLOYEE UNIT:** Management

**FLSA:** EXEMPT

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### JOB SUMMARY:

Performs a specialized professional work in the areas of solid waste disposal, planning and source reduction, household hazardous waste collection and disposal, recycling and resource recovery programs, and monitoring regulatory requirements for the City's waste management activities. Performs a variety of operational, planning, research, coordination and management tasks to maintain regulatory compliance of City landfill and waste and recycling center facility. Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the next lower classification of Integrated Waste Supervisor in that the latter is the supervisory level classification responsible for the day-to-day operations, maintenance, and supervision of an assigned functional area within the Solid Waste division. This classification oversees the overall planning, management, operation and regulatory compliance of the City's waste management facilities. Employees in this classification may be required to function as acting Solid Waste Division Manager, Integrated Waste Supervisor, or Waste and Recycling Center Supervisor in their absence.

### EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, coordinates, implements and updates the City's integrated waste management plan
- Plans, coordinates and monitors development and implementation of all disposal programs
- Researches and makes recommendations for City source reduction and waste diversion programs and goals.
- Implements approved programs

- Plans, coordinates, develops and implements household waste disposal programs
- Performs regulatory monitoring and evaluation activities for solid waste, landfill and source reduction programs; documents problem areas and researches remedies; makes recommendations to staff to resolve problems. Writes reports and correspondence
- Manages and develops marketing strategies for recycling programs acting as a technical resource to the City
- Prepares written and oral reports
- Acts as chief technical adviser to staff and outside contractors in areas relating to waste management legislation and regulations, and monitors contractor compliance.
- Acts as liaison with Federal, State and local agencies
- Directs daily landfill operations
- Directs daily waste and recycling center operations
- Supervises, trains and evaluates landfill and waste and recycling center staff, directly or through supervisors
- Recommends selection, promotion and discipline of division employees
- Recommends operational landfill site modifications to Engineering staff
- Plans, coordinates and monitors development and implementation of composting or wood waste processing operations at landfill site
- Cooperates with other City departments for hazardous materials handling
- Monitors and maintains landfill leachate system
- Assists in preparing landfill monitoring reports to Regional Water Quality Control Board
- Manages landfill methane gas capture system
- Performs other related duties similar in scope and function as required

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Waste diversion technology, methods and practices
- Laws and regulations relating to source reduction, recycling, composting and household hazardous waste collection relative to municipalities
- Fiscal and statistical record keeping procedures
- Methods and techniques of budget preparation and control
- Principles of effective supervision, leadership, coaching and mentoring, performance evaluation and career development
- Basic knowledge of computer systems and related software applications
- Safety programs and procedures
- Landfill and Solid Waste Collection equipment operation, maintenance, and repair

### **Ability to:**

- Supervise and evaluate compliance activities directly or indirectly for a decentralized work force

- Observe, organize and analyze facts including technical, statistical and market data and develop appropriate recommendations
- Establish and implement programs per regulatory requirements
- Deal effectively with the public, other agencies and staff
- Prepare clear and concise written reports and correspondence
- Manage an effective safety system
- Establish and maintain effective work relationships with those contacted in the performance of required duties

#### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments, cell phone, etc.
- Drive an automobile and light, medium, and heavy equipment
- Intermittently bend and twist to reach equipment surrounding desk and climb into and out of trucks, automobiles and heavy equipment
- Walk on uneven surfaces
- Work outside in inclement weather

#### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Advanced educational training in solid waste management or related subjects
- 6 years of increasingly responsible experience in the operation, maintenance, and regulatory compliance of landfill and related waste management facilities, or such experience in a closely related area
- At least 4 years in a supervisory or administrative capacity in landfill, waste management, or a closely related activity

#### **LICENSE & CERTIFICATION:**

- Possession and maintenance of a valid California Class C Driver's License with a safe driving record
- Current and active certification by Solid Waste Association of North America (SWANA) as Manager of Landfill Operations (MOLO).