



**CITY OF PRESCOTT EMPLOYMENT OPPORTUNITY
SOLID WASTE SUPERINTENDENT**

Pay Grade: 74 Pay Range: \$56,554 to \$79,175 annually DOE/Q

Note: New employees usually start at beginning level of pay range.

FLSA Status: Exempt (not eligible for overtime)

Special Requirements: Must possess a valid Class A Arizona Commercial Driver's License (CDL) in good standing. Must possess SWANA certification as a Manager, Technical Associate or Inspector. Candidate of choice will be required to pass a pre-employment drug test and criminal background check. Provide references from at least 3 Arizona communities or organizations demonstrating skills in developing partnerships.

Training and Experience: Education and/or experience equivalent to six (6) years supervisory/managerial level solid waste management and/or recycling work. Bachelor's Degree in Management, Business Administration or closely related area may substitute for one year of the required experience.

Essential Duties: Recommends and implements new or expanded programs, work methods, policies and procedures for residential and commercial services; oversees the collection and management of all aspects of solid waste and recyclables. Creates and analyzes financial reports to ensure cost-effective operations; recommends annual adjustment of fees for residential and commercial services, and for use of the transfer station. Reviews commercial site plans to ensure accessibility by solid waste hauling vehicles. Reviews and approves residential and commercial collection routes; determines level of staff, equipment and other resources required to efficiently provide services; negotiates contracts with vendors.

Knowledges, Skills, and Other Characteristics:

Knowledge of: Federal, State and City of Prescott rules, regulations, policies, procedures and ordinances related to solid waste management and recycling programs; administrative procedures, practices and principles; budget preparation, monitoring and administration; supervisory methods and techniques; occupational safety and health policies and procedures related to solid waste management.

Skill in: supervising, evaluating, training and motivating employees; written communications for administrative and technical purposes; preparing, defending and administering budgets; oral communication in one-on-one and group situations; utilizing public relations techniques in responding to inquiries and complaints; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required office equipment and City vehicle as needed. Must have ability to lift at least 50 pounds.

Hearing and Speaking Ability: sufficient to clearly, concisely, and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 pm December 7, 2010.

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

(928) 777-1315, (928) 777-1347, TDD (928) 777-1100, Fax: (928) 776-6234

Email: personnel@cityofprescott.net Visit our website at www.cityofprescott.net

Posted: November 23, 2010

Chad McDowell _____
Field Operations Director

Mary Jacobsen _____
Human Resources Director

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. EEO/M/F/V/H D/NSE