



# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY SOLID WASTE SUPERINTENDENT

Pay Grade: 74 Pay Range: \$56,555 to \$79,185 annually DOE/Q  
FLSA Status: Exempt (not eligible for overtime)

**Special Requirements:** Candidates must have experience planning, organizing, coordinating and directing the collection, transfer, and general business operation of solid waste services (trash, recyclables, etc.) provided to residential and commercial customers within a municipality. Preferred candidates will have strong writing and interpersonal skills; experience preparing and monitoring budgets; experience with creating and maintaining statistical reports and trend analyses; and experience with contract development and management. Candidate of choice must pass pre-employment drug test, criminal background and fingerprint check. Working irregular hours, weekends, holidays, and evenings may be required.

**Training and Experience:** Education and/or experience equivalent to five years planning, organizing, coordinating and directing the collection and/or transfer of solid waste with at least three years at the supervisory/managerial level. Bachelor's Degree in Management, Business Administration or closely related area may substitute for one year of the required experience.

**Essential Duties:** Under the direction of the Field and Facilities Services Director, heads and oversees all aspects of the Solid Waste Division, providing timely and efficient solid waste services. Manages a transfer station that processes approximately 250 tons per day; evaluates commercial and residential collection routes; enforces regulations and the City's solid waste code; and promotes environmentally sound solid waste activities. Determines level of manpower, equipment and other resources required to efficiently provide services. Recommends and implements new or expanded programs, work methods, policies and procedures for solid waste services. Works with Fleet Services to ensure equipment availability is sufficient for daily operations. Provides direction to division supervisors and employees. Prepares budgets, makes recommendations to the Director, and manages expenditures within authorized levels. Performs financial and operational analyses as needed to control expenditures and ensure operations are cost effective. Works closely with City departments, agencies, citizens, industry groups, and others to resolve service regulatory, and enforcement concerns. Prepares written reports as needed or requested by the Director. Manages contracts, leases and intergovernmental agreements relating to solid waste collection, hauling and disposal. Responds to Director, City Manager, customer, and other requests timely, accurately, and completely. Recommends annual adjustment of fees for solid waste collection services and transfer station operations. Reviews commercial site plans to ensure accessibility by solid waste collection vehicles. Maintains current knowledge of applicable laws and regulations, OSHA safety standards, industry trends and advances; and maintains professional organization affiliations including Arizona SWANA membership; attends workshops, professional conferences and training as necessary; completes special projects as directed by the Director.

**Knowledge, Skills, and Other Characteristics:** Customer service and interaction with employees is considerable. Knowledge of federal, state and City of Prescott rules, regulations, policies, procedures and ordinances related to solid waste management and 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.

In your cover letter or resume, please describe your solid waste experience, supervisory experience, budget experience, and contract experience. Regarding your solid waste experience, please provide information that describes the size of the operation, i.e., tonnage collected/processed per day, number of employees supervised, size of operation, number of employees, fleet size, etc. Your education and experience that meet the qualifications for the position must be clearly, specifically, and adequately described in your resume and/or cover letter.

**Deadline: Applications must be received by 5:00 pm, February 15, 2013.**

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  
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Posted: January 30, 2013

Stephanie Miller \_\_\_\_\_  
Field & Facilities Services Director

Mary Jacobsen \_\_\_\_\_  
Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; 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.