



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 571.7

Job Title: **SOLID WASTE PLANNING MANAGER**

Pay Grade: 29

GENERAL SUMMARY:

Manages section personnel. Provides technical expertise and coordinates the research, development, evaluation, planning and implementation of solid waste systems, facilities, techniques and special projects.

RESPONSIBILITIES:

- Conducts a variety of solid waste research and planning activities and projects, including long-term disposal, transfer and recycling facilities and services, computerized solid waste billing system, and automatic weigh systems/route plans.
- Defines, develops and evaluates short, intermediate and long-range collection, transport and disposal plans, which includes comparing types of trucks, haul distances, route sizes and other factors.
- Coordinates and assists all divisions and sections with solid waste program implementation. Evaluates deficiencies/problems with program and researches methods of improvement.
- Evaluates and recommends alternative technologies, equipment and procedures for cost effective and environmentally safe operational management and processing.
- Monitors municipal solid waste and environmental legislation and regulations that impact the department.
- Develops technical specifications and scope of services for contracts with the private sector. Monitors contracts and service complaints.
- Evaluates and recommends expenditures in the Capital Improvement Program (CIP). Inspects, expedites and monitors the resulting design and construction activities. Prepares the CIP budget.
- Plans demolition of unused structures and remediation of unused land which belong to solid waste.
- Monitors grant possibilities and oversees application and administration when applicable.
- Prepares monthly reports for management review. Conducts technical studies and special projects as requested and prepares formal reports outlining results.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Master's degree in Engineering, Business Administration, Public Administration, Planning, Environmental Technology or a closely related field.

SPECIFICATIONS: (continued)

EXPERIENCE:

Four years of supervisory experience in solid waste operations or a closely related field. A Bachelor's degree in Engineering, Business Administration, Public Administration, Planning, Environmental Technology or a closely related field and six years of supervisory experience in solid waste operations or a closely related field may be substituted for the above requirements.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed with policy direction and may recommend policies in the immediate functional area. The individual may also assist with setting goals and objectives for the functional area under his/her control.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Solid Waste Planning Manager

Effective: October 1990

Revised: October 1996