CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 575.2

Job Title: **CHIEF SOLID WASTE OFFICER (EXE LVL)**

Pay Grade: 38

GENERAL SUMMARY:

Under the leadership of the Public Works Director, serves as Chief Solid Waste Officer accountable for the direction of all Solid Waste Management functions for the City of Houston.

RESPONSIBILITIES:

- Directs Solid Waste Management operations by implementing and administering provisions established Ordinances and policies. Ensures regulations regarding solid waste disposal and environmental safety standards are adhered to properly.
- Monitors effectiveness of Solid Waste Management operations through reports on adequate resources, division feedback and analytics.
- Assesses current practices and processes of Solid Waste Management collection and disposal and implements an appropriate system of policies, procedures and internal controls.
- Meets with employee, governmental, business, professional, civic and other groups to discuss, interpret, promote, advocate and/or explain City's Solid Waste Management operations
- Develops and oversees Solid Waste Management's overall budget and project preparation and coordinates all related functions. Oversees financials, budgeting and the planning of major sanitation projects.
- Establishes and coordinates a variety of special projects to improve the efficiency and effectiveness of Solid Waste Management operations, provisions, processes and procedures.
- Works with leadership and the public to improve sanitation services, handling complaints and managing public outreach
- Oversees various committees to create and modify standards, modernize codes and specifications, and to update manuals, tools, and other resources to provide guidance for Solid Waste Management.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's Degree in Business Administration, Public Administration or a closely related field.

SPECIFICATIONS: (continued)

EXPERIENCE:
Ten years of professional experience in solid waste management, business/public administration, or a closely related field to the duties and responsibilities are required, with at least three of those years in a managerial capacity.

Related professional experience may substitute for the education requirement on a year-for-year basis.

COMPLEXITY:
Work is very non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or very complex situations.

IMPACT OF ACTIONS:
Errors in work lead to major costs and problems; impacts are typically short-term but may have some effect on the long-term performance of the City. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Chief Advisor to the Director. This position is typically over Deputy Directors and Assistant Directors and reports directly to the Department Director.

Indirect Supervision:
Involves supervision and evaluation of work as a Chief Advisor or equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Deputy Directors and City executive management. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required.

External Contacts:
Level of external contact is primarily with prominent persons. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which require diplomacy.

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

WORK ENVIRONMENT:
There are no major sources of discomfort.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

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

JOB FAMILY:
Chief Solid Waster Officer (Exe Lvl)

Effective: July 2026