

SOLID WASTE SUPERINTENDENT

The City of Port Arthur seeks an experienced individual to lead its Solid Waste Division in the Utility Operations/Public Works Department. The successful candidate will plan, organize, supervise and review the services and activities of the Solid Waste Division of the Public Works Department involving the collection of residential and commercial refuse as well as provide technical staff assistance to City management.

Experience and training guidelines include any combination of experience and training that would likely provide five years of increasingly responsible experience performing refuse collection and disposal work; including two years in a supervisory capacity. Specialized training in solid waste technology is preferred.

Salary range is from \$63,494/yr. - \$79,072/yr. (DOE&Q) with an excellent fringe benefits package. Please go to www.portarthur.net and click on Employment for a full job description, and to access the online application.

OR

Interested applicants may also submit a letter of interest, a resume, and a Disclosure and Release Form to:

CITY OF PORT ARTHUR-HR
P.O. Box 1089
Port Arthur, Texas 77641-1089
Email: cheryl.gibbs@portarthurtx.gov
Fax (409) 983-8282

(EEO/AA/V/F/RC/H)

CITY OF PORT ARTHUR

JOB TITLE: Solid Waste Superintendent **EXEMPT:** Yes
REPORTS TO: Director of Public Works **NON-EXEMPT:**
DEPARTMENT: Public Works **DIVISION:** Solid Waste
SALARY RANGE: 47

DEFINITION

To plan, organize, supervise and review the services and activities of the Solid Waste Division of the Public Works Department involving the collection of residential and commercial refuse; and to provide technical staff assistance to higher level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works.

Exercise direct supervision over Solid Waste Collection staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential Responsibilities and Duties:

Plan, organize and supervise a program of refuse collection services including such things as commercial and residential refuse collection.

As needed or required, review and/or prepare Texas Commission on Environmental Quality (T.C.E.Q.) mandated reports prior to submittal.

Prepare correspondence, reports, memoranda and directives for the Director of Public Works for presentation to the City Manager and/or Mayor and City Council.

Supervise the maintenance of time, material and equipment use records.

Review and make recommendations on technical reports and studies.

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Establish and administer policies, procedures, guidelines, schedules and manuals for divisional operation.

Requisition supplies and materials.

Recommend the purchase of equipment and assist in the development of specifications.

Investigate complaints and recommend corrective actions necessary to resolve such complaints.

Inspect work sites and collection routes before, during and after completion to assure such is completed in a satisfactory and thorough manner.

Prepare and administer the Public Works Department's Solid Waste Division budget.

Ensure the adherence to safe work practices by all Solid Waste Division personnel.

Prepare costs estimates for Solid Waste services and maintenance activities.

Participate in the development of designs, plans, specifications and estimates for the construction of Municipal Solid Waste projects.

Supervise the inspection of project sites to assist in solution of difficult problems, interpret specifications and City policy and make change orders.

Coordinate Solid Waste services and maintenance activities with other City departments, division and sections and with outside agencies.

Supervise, train and evaluate personnel.

Other Important Responsibilities and Duties:

Perform related duties as assigned.

Research issues and problems as required.

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Represent the Solid Waste Division at related meetings, community activities, and/or conferences.

QUALIFICATIONS

Knowledge of:

Methods, practices and equipment used in Solid Waste Collection and Disposal services and activities.

Types and level of services and activities generally performed in a residential and commercial refuse collection.

Occupational hazards and standard safety precautions necessary in this type work.

Principles of personnel supervision, training and evaluation.

Procedures and techniques of budget administration.

Record keeping and reporting procedures.

Computer Skills:

Ability to operate the following programs at a minimum:

- Word
- Excel
- Outlook / Outlook Express
- City Budget & Personnel System (AS-400, or it's successor)

Ability to learn and use new software and programs as required, i.e. GPS tracking, routing software, etc.

Ability to:

Maintain mental capacity which allows the capabilities to:

- exercise sound judgment and rational thinking under stressful circumstances

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- evaluate various options and alternatives and choose an appropriate and reasonable course of action
- prepare complex policies and recommendations
- effectively supervise personnel
- operate effectively in an economically and culturally diverse environment

Maintain physical condition which will allow the capability to perform the following:

- walking and standing for extended periods of time
- climbing stairs or ladders
- inspecting projects on varying terrain and with inherent obstacles
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Maintain effective audio-visual discrimination and perception for:

- making observations
- reading and writing
- operating necessary and assigned equipment (non-construction)
- communicating orally and verbally with others

Plan, organize and implement a comprehensive program of residential and commercial refuse collection and, when required, landfill operations and management.

Conduct studies, prepare comprehensive reports and determine cost effective ways for providing the assigned Solid Waste Collection and Disposal services.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Select, supervise, train and evaluate assigned personnel.

Communicate effectively, both orally and in writing. Understand and communicate effectively technical issues of Solid Waste Collections, especially as they may pertain to transfer stations, recycling issues, etc.

Develop and monitor the budget for the Solid Waste.

Understand and apply pertinent laws, rules and regulations.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Experience:

Five years of increasingly responsible experience performing refuse collection and disposal work; including two years in a supervisory capacity.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in personnel supervision and a field of work related to Solid Waste is required. Some college level education is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate Texas driver's license.

As required per Texas Commission of Environmental Quality (T.C.E.Q.) any and all letters of competency or licenses which are mandated in all phases of Solid Waste Management.