

RECYCLING AND SOLID WASTE SUPERVISOR

FUNCTION OF THE JOB

Under direction, to supervise and coordinate the development and implementation of County solid waste management programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, develops, recommends, implements and monitors County solid waste management programs, including waste reduction, recycling, composting, materials recycling facility, landfills, and household hazardous waste.
2. Reviews and evaluates County solid waste programs for cost effectiveness; develops baseline data, tracks changes, and recommends and implements improvements.
3. Oversees the operation of the Joint Material Recycling Facility in coordination with the City of Milwaukee through an Intergovernmental Agreement.
4. Manages a variety of municipal Intergovernmental Agreements and Memorandums of Understanding with various communities to participate in County recycling, hazardous waste, electronics, yard waste, and other programs.
5. Researches and provides technical assistance, recommendations, information, presentations, and support to the County, local units of government, businesses, community groups, service organizations, schools, and the public on solid waste management programs and policies, compliance with State requirements, funding, and program design.
6. Initiates and participates in the selection of solid waste and recycling staff through the screening of applications, interviewing of prospective employees, negotiating with and hiring selected candidate.
7. Plans, supervises, assigns, trains, and evaluates the work of the solid waste and recycling staff and handles any personnel problems of the staff.
8. Oversees the development, implementation, and provision of public information and education programs and promotional materials on solid waste management programs and topics. This includes participating in the Department's Environmental Education Committee and participating in the Environmental Education Collaboration with local educational institutions.
9. Develops and evaluates requests for proposals and bid specifications; participates in contract negotiation with vendors; monitors contracts for compliance across all program areas.
10. Participates in preparing the solid waste and recycling programs, strategic plan and annual budget, and implements approved expenditures.
11. Monitors landfill agreements with the County and assists in negotiations for landfill expansions.
12. Monitors current and pending solid waste legislation; analyzes the impact on County operations and ensures compliance with regulations.
13. Researches developments in solid waste technology, public policy options, processing and collection systems, public information and education technology, recycling markets, and emerging issues; develops written recommendations.
14. Prepares grant applications, related statistical, cost, and program reports and reimbursement requests.
15. Prepares and analyzes County-wide solid waste data and prepares and presents written and oral reports and recommendations to committees, boards, and for website posting.
16. Establishes and maintains effective working relationships with staff, government officials, businesses, community organizations, landfill monitoring committees, schools, contractors, and the public.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles, practices, funding, and incentive mechanisms of solid waste management, including waste reduction, recycling, composting, hazardous waste collection.
2. Thorough knowledge of present and pending solid waste management legislation, programs, and administrative codes.
3. Thorough knowledge of public education presentation and outreach techniques, methods, materials, objectives, and evaluation.
4. Comprehensive knowledge of equipment and technologies used in solid waste management, including recycling collection and material handling systems, composting, landfills, and hazardous wastes.
5. Comprehensive knowledge of negotiating, generating, implementing, and managing contracts.
6. Comprehensive knowledge of project management principles.
7. Considerable knowledge of administrative, supervisory, and managerial principles and practices.
8. Ability to plan, organize, evaluate, supervise, and handle any personnel concerns of the solid waste staff.
9. Ability to plan, organize, implement, and evaluate solid waste management programs.
10. Ability to utilize word processing, database, spreadsheet, desktop publishing and presentation programs, and social media techniques.
11. Ability to conduct research, analyze information, and make appropriate recommendations.
12. Ability to prepare and maintain records, reports, and informational materials.
13. Ability to make public presentations to all types of groups.
14. Ability to establish and maintain effective working relationships with staff, government officials, businesses, community organizations, landfill monitoring committees, schools, contractors, and the public.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
16. Ability to plan, organize, and effectively carry out a variety of assignments.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in environmental science, environmental planning, natural resource or solid waste management, business or public administration, public relations, education, or a closely related field.
2. Three (3) years of work experience in recycling programs, solid waste management, or a closely related field.