

MAJOR FUNCTION

This is a responsible managerial position directing the Community Beautification and Waste Management Services Department. Work involves responsibility for planning, directing and managing community beautification through maintenance of rights-of-way forestry operations, horticultural operations, and street sweeping within the city limits of Tallahassee. The incumbent is also responsible for the City's solid waste collection, disposal and recycling programs; storm debris management (named/unnamed), including managing the City's contracts for recycling processing disposal and solid waste/recycling collection services in the contracted area of the City. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the department to ensure efficient and cost-effective services. Work is performed under the executive direction of the Deputy City Manager and is reviewed through conferences, customer feedback, analysis of reports and recommendations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages and directs the personnel and resources dedicated to community beautification through effective and efficient maintenance of rights-of-way, landscape, tree and tree canopies, street sweeping and graffiti removal within the urban service area of the City. Plans, directs and organizes the development and delivery of solid waste, yard waste, other organics, recyclables collection, transportation, and waste disposal operations through the effective and efficient use of allocated personnel and financial resources. Establishes, interprets, implements, and monitors the department's operating policies and administrative procedures to ensure compliance with organizational and industry standards, local, state and federal regulations. Encourages cooperation, coordination of efforts and efficient use of resources as a service oriented department. Directs, administers and monitors the fiscal performance and internal controls of an enterprise fund department, including the development and administration of the department's operating and capital budgets and work plans. Conducts cost/benefit analysis of current and proposed services. Coordinates and directs staff in designing and implementing strategic plans and organizational goals that are aligned with the City's mission, vision, values and City Commission directives. Reviews city-wide site plans to ensure compliance of Solid Waste requirements. Enforces the Solid Waste Ordinance; maintains effective public relations. Designs, establishes and maintains comprehensive community beautification and waste management plans, promoting alternatives to waste disposal, including source reduction, recycling, and composting. Represents the City on community beautification and waste management business operations before the general public, civic groups, other utilities, community groups and associations regarding utility services, programs and initiatives. Attends various meetings, including inter-departmental meetings, intergovernmental activities, conferences on community beautification and waste management operations. Coordinates work activities and programs of the department with other city, county, state and federal programs and projects, and with private entities, as applicable. Monitors and provides comments to the Florida Legislative Rules and regulations concerning solid waste collection, transportation and disposal. Manages the administration of state and federal grants, as required. Develops and administers policies, regulations and procedures for work performance, projects and programs for community beautification and waste management, including safety programs and inspections. Develops quality and productivity improvement systems to improve services and effectiveness. Applies safety guidelines of all federal, state and Occupational Safety and Health Administration (OSHA) regulations. Establishes schedules and procedures for debris management, street sweeping, rights-of-way mowing, irrigation and the disposal of solid waste. Develops and establishes strategies for staff development, resource utilization, technology development and deployment to ensure that comprehensive and effective programs and services are provided to citizens. Ensures department

compliance with the City's Fair Employment Practices Plan and equal opportunity initiatives and related state and federal laws. Plans and participates in studies and analyses of operating methods, procedures and manpower and equipment utilization. Prepares reports, agenda items, project proposals and operational recommendations for discussion with the Deputy City Manager and other members of the Executive Team, Leadership Team and the City Commission. Hires, transfers, advances, hears grievances, discharges or disciplines a diverse group of employees consisting of professionals, paraprofessionals and line staff. Conducts performance evaluations and approves or disapproves merit increases. Performs related work as required.

Other Important Duties

Participates in the preparation of specifications for new equipment and recommends purchase. Keeps abreast of developments in municipal solid waste collection, rights-of-way maintenance, horticultural, forestry and disposal practices, techniques and equipment. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of effective and efficient methods and procedures of scheduling and collecting garbage, vegetative waste, recyclables, debris and other refuse. Extensive knowledge of equipment used for street and rights-of-way maintenance and solid waste collection, transportation and disposal. Comprehensive knowledge of administrative management practices and procedures as related to waste management and rights-of-way maintenance programs and services. Ability to plan, schedule and monitor the work of subordinates. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, clearly and concisely both orally and in writing. Ability to analyze, interpret and report research findings and recommendations. Ability to exercise analytical judgment in recommending operational changes or alternatives. Ability to operate personal computers and the related programs and applications necessary for successful job performance. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration or a related field and ten years of administrative and managerial experience in an organization engaged in the delivery of services to the public, or an equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must obtain and possess active Certified Municipal Solid Waste Management Systems credentials from the Solid Waste Association of North America.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 04-05-89
11-09-93

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