



WASATCH FRONT WASTE AND RECYCLING DISTRICT
invites applications for the position of:

Waste and Recycling Collections Manager

SALARY: \$31.62 - \$41.10 Hourly
\$65,770.00 - \$85,488.00 Annually

OPENING DATE: 11/10/21

CLOSING DATE: 11/30/21 5:00 PM

JOB SUMMARY:

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Responsible for the management of the daily collections of residential and non-residential waste and recycling. This is a leadership position responsible for managing, supervising, evaluating, and training personnel; developing and effectively managing a program budget; planning for and evaluating and reporting performance; and making recommendations to the Operations Manager and General Manager. The Collections Manager is a member of the management team working closely with fellow managers, support staff, and administrators to ensure the District meets its mission and goals.

MINIMUM QUALIFICATIONS

Six years of experience in a field closely related to these duties, or an equivalent combination of related education and experience. Two (2) years of experience must have been in a supervisory capacity and must be clearly documented on the application. Education and experience may not be substituted for the two (2) years of supervisory experience. Current Commercial Driver License and DOT medical card.

ESSENTIAL JOB FUNCTIONS:

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The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Is responsible for the safe, efficient collection of waste and recycling generated within the District. Ensures that all operations comply with local, state, and federal governmental regulations and other applicable rules and requirements. Manages expected tonnage; monitors and makes recommendations on efficient routes; and conducts regular service and route audits to ensure excellent customer service is being provided.
- Researches industry best practices, trends, and standards.
- Pursues professional and leadership development opportunities to enhance personal and professional growth.
- Develops, analyzes, and maintains operational service data for reporting, evaluating, and planning purposes.
- Prepares and administers an annual budget and operating plan.
- Provides effective leadership and fosters communication throughout the organization.
- Manages, supervises, trains, recruits, hires, coaches, and evaluates all assigned personnel. Provides performance correction as needed and implements effective employee development programs.
- Develops and implements customer service programs to improve system performance and develop public understanding of waste management and recycling practices.
- Demonstrates professional work behavior and models District values, including the ability to work effectively with diverse people in diverse situations.
- Serves as an effective and trusted member of the management and all other assigned teams; supports and contributes to the success of other District programs.
- Writes, implements, and monitors procurement contracts as needed; and follows all appropriate policies and procedures.
- Researches, designs, and implements service programs to meet community demands and high customer service standards.
- Contributes to District long-term planning and helps set priorities for sustainability and communicate them to District employees.
- Serves on committees as assigned and represents the District in a professional way to ensure a positive public presence.
- Recommends, develops, interprets, and enforces standard operating procedures.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Experience with modern methods, techniques, and all sanitation collection equipment used in the waste collection industry.
- Principles, methods, and techniques of effective supervision and leadership.
- The hazards and safety precautions inherent to waste and recycling collection operations.
- Safety standards and effective training methods.
- District policies and procedures, including Human Resource and safety-related policies.
- General knowledge of Salt Lake county geography.
- Emergency preparedness systems and procedures.

Skills and Abilities to:

- Effective supervisory and management techniques.
- Be proactive and effectively problem solving.
- Use technology for document preparation, data tracking and evaluation and communicating outcomes.
- Interact effectively with the public with the ability to resolve concerns that may be expressed.
- Communicate effectively in both written and verbal forms.
- Operate a wide range of equipment typically used in the District and train others on its use.
- Follow written and verbal instructions, interpret and apply policies and procedures.
- Ability to establish and maintain effective working relationships with fellow employees, community partners, and the public.
- Perform effectively on teams and individually with diverse people and in diverse situations.
- Manage and direct conflict effectively and productively.
- Manage multiple priorities effectively.

ADDITIONAL INFORMATION:

Job Bulletin

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position works in the field and as well as in an office environment. On occasion, requires extensive driving, getting in and out of vehicles, walking, and moderate to heavy physical activity; i.e., bending, reaching, pushing, pulling and lifting (100 pounds). This position may also require times working in extreme weather conditions as necessary to examine equipment and ensure quality services are provided.

IMPORTANT INFORMATION REGARDING THIS POSITION

Maintain current CDL and DOT medical card. Schedule may include working holidays, evenings and weekends. Must be available during an emergency or disaster.

Wasatch Front Waste and Recycling District offers a wide range of employee benefits, including Medical, HSA/FSA, Pharmacy, Dental, Vision, Life, LTD, Supplemental, EAP, 401k/Pension Retirement, annual boot and clothing voucher, tuition reimbursement after 6 months, safety awards, vacation, sick, and holiday pay.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wasatchfrontwaste.org>

Position #11102021
WASTE AND RECYCLING COLLECTIONS MANAGER
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