

Job: Environmental Services Superintendent
Department: Waste Management
Hours: Day Hours - occasional overtime will be required
Rate: \$20.51 Grade 20

Summary:

This position provides leadership and supervision to the Environmental Services departments which include Landfill, Waste Management, and Recycling. Employee uses independent judgement in planning, organizing, prioritizing and assigning daily work as well as managing projects. Employee works under the supervision of the Public Works Director.

Primary Responsibilities:

- Supervises daily operations of assigned employees
- Plans, schedules, and reviews work
- Oversees the City's inert landfill to ensure proper operation in accordance with federal, state, and local guidelines
- Assists with tracking, renewal, and compliance for all permits relative to the landfill
- Ensures that employee landfill operator certifications are maintained
- Prepare and submit monthly and quarterly reports to ADEM for landfill and recycling operations
- Assists City Engineer with oversight of all landfill projects to include expansion, closure, etc.
- Manages the brush pick-up route and evaluates the route periodically for efficiency
- Acts as liaison to the city's garbage contractor and manages all complaints regarding garbage pick-up, garbage carts, etc.
- Assists in procuring garbage carts for special events
- Manages the city's recycling program to include oversight of daily operations, material tracking/report preparation, event coordination, and promotion/marketing.
- Manages external and internal complaints, investigates issues and ensures that they are resolved in a timely manner
- Oversees the pick-up and proper disposal of dead animals within the city limits
- Uses Cityworks work order system to monitor and assign work on a daily basis
- Oversees employee time accruals, payroll, and approves leave requests
- Counsels employees when necessary and recommends disciplinary actions to the Director
- Conducts periodic training, staff, and safety meetings for assigned employees
- Tracks department budgets periodically and assists in annual budget preparation
- Performs all others duties as necessary

Job Requirements:

Position requires five (5) years of work experience in environmental services; two (2) years of supervisory experience; or any combination of education, training, and experience that meets the requirements of this job.

Must be a graduate of an accredited high school or GED.

Must have a driver's license and good driving record to be insurable.

Moderate computer skills required, with proficiency in Microsoft Office preferred, as this position requires preparation of numerous reports.

Essential to be able to interpret and implement environmental regulations and requirements.

Must be able to multi-task, organize, and prioritize, while using independent judgement.

Successful candidate will be able to effectively communicate with employees, other city departments, vendors, government agencies, and the general public.

Must be able to efficiently resolve complaints.

Willingness to learn and implement relative technology and attend trainings as required by the Director.

Necessary to obtain and maintain ADEM landfill operator certification within 18 months of hire.

Candidate must be physically able to lift objects of at least 25 lbs.

Must be able to work overtime and/or non-standard hours as needed.

Posting Dates: 1/2/17 – 1/16/17

Persons interested in applying in this position should contact Kathy Railey at 256-329-6782, or by email at kathy.railey@alexandercityal.gov.

Seniority alone will not be the determining factor.

Probationary City Employees are not eligible to apply.

Applicants must meet all requirements.

City of Alexander City is an Equal Opportunity Employer