



CLASS TITLE | REFUSE AND RECYCLING MANAGER

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 1009

Effective Date: 08/30/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is directly responsible for the management of residential and commercial refuse programs, residential recycling programs, bulky waste pick up, and other City refuse and recycling programs and initiatives, ensuring accurate billing and timely delivery of service and maintaining compliance with contracts for the City of Tulsa and the Tulsa Authority for the Recovery of Energy (TARE) and applicable laws; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Oversees the billing of all bulky waste, commercial refuse, mulch site and intergovernmental services
- Prepares best practice recommendations to the administration and management to support the initiatives of the City of Tulsa and TARE
- Provides a yearly cost of service calculation to identify ways to best utilize resources and service contracts resulting in appropriate service levels, compliance, and data driven processes
- Monitors refuse and recycling contracts to assure compliance with local, state, and federal laws
- Prepares division budget and continually monitors the budget to ensure it remains within appropriated financial parameters
- Supports the City and its citizens in emergencies by determining needed resources, including provisions for equipment and manpower and reporting for both TARE and the Federal Emergency Management Agency (FEMA), as part of the Emergency Resource group
- Understands open meetings act and operating under a Title 60 state board, including recommended guidelines for meeting protocol and procedures
- Performs data analysis and utilizes that information for reporting and tracking purposes so that work performed is based on identified needs
- Manages employees with citation writing authority and coordinate with the courts and internal customers
- Manages, enforces, and maintains adherence to federal, state and local rules and regulations regarding the management of solid waste
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of one hundred twenty (120) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **including**,
(c) Four (4) years of lead or supervisory experience; **or**
2. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
(b) Six (6) years of experience relevant to the essential tasks listed in this job description; **including**,
(c) Four (4) years of lead or supervisory experience



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the laws and ordinances governing City of Tulsa refuse and recycling collection
- Considerable knowledge of related contracts, purchasing, specification writing, the request to bid process, contract writing, and processing of purchase requisitions
- Good knowledge of best practices regarding refuse collection and recycling methods, procedures, and techniques
- General automotive and heavy equipment vehicle maintenance
- Budget and planning methods
- Geography of the City of Tulsa

Ability to:

- Maintain accurate records and prepare complex, detailed reports
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, sitting, reaching, bending, kneeling, handling, and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license; OSHA 30 *preferred*.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather

EEO Code: E-05

Group: Clerical and Administrative

Series: General Administrative