



CLASS TITLE | REFUSE AND RECYCLING SYSTEMS MANAGER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Class Code: 1269

Effective Date: October 25, 2023

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administration and operational management in directing the Public Works Refuse & Recycling (R&R) Division; directs comprehensive solid waste programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and manages all functions of the R&R Division
- Administers policy related directives of Tulsa Authority for Recovery of Energy (TARE)
- Administers and monitors vendor contracts and service agreements
- Approves purchase requests, material expenditures, staffing requirements, routes, and future expansion of needed services and facilities
- Coaches, counsels, directs, and communicates policies, procedures, and strategic goals and objectives to subordinates
- Researches and resolves customer complaints
- Monitors, tracks, and evaluates refuse and recycling services performance and costs
- Plans and directs the development, utilization, and maintenance of all property, equipment, refuse facilities, and staff involved in the collection of solid waste
- Interprets and applies federal, state, and local laws, regulations, and ordinances related to the division's operation
- Oversees solid waste investigations and citations
- Conducts research and prepares technical papers, contracts and status reports for TARE, City Administration and City Council
- Conducts subordinate personnel performance planning and review
- Coordinates training of new personnel
- Develops and administers annual budget
- Acts as spokesperson of the City of Tulsa and TARE to citizen groups, contractors and other elected officials
- Oversees preparation of work schedules, daily time sheets, and work records
- Serves as an advisor to the Metropolitan Environmental Trust
- Must report 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

- (a) Graduation from an accredited college or university with a bachelor's degree in engineering, business or public administration or related field of study, **and**,
- (b) Eight (8) years of progressively responsible experience in public utilities or a field related to the essential tasks of this job description **and**,
- (c) Previous supervisory experience preferred.

Knowledge, Abilities and Skills:

Considerable knowledge of:

- Comprehensive knowledge of federal, state and local laws, ordinances and regulations pertaining to solid waste collection and disposal and recycling collection services;
- Considerable knowledge of solid waste management and operations;
- Considerable knowledge of economic principles and how they apply to solid waste management;



CLASS TITLE | REFUSE AND RECYCLING SYSTEMS MANAGER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Class Code: 1269

Effective Date: October 25, 2023

- Considerable knowledge of the principles and practices of supervision, office management and other business administration practices, including data processing applications, accounting principles and contractual agreements

Ability to:

- Ability to prepare comprehensive reports and maintain detailed records;
- Ability to perform detailed and accurate analysis of solid waste management and recycling needs;
- Ability to communicate effectively, both verbally and in writing; ability to analyze complex administrative problems and to develop appropriate solutions;
- Ability to develop long-range plans; ability to plan, supervise and coordinate the work of subordinate personnel;
- Ability to prepare and administer complex written agreements and contracts; ability to plan, direct and coordinate a comprehensive solid waste management program for a municipality;
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization

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 50 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" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative