

**City of Lancaster
Bureau of Human Resources
Job Postings**

Non-Bargaining
Positions

**Open to the Public
As of May 11, 2017**

Assistant Manager – Solid Waste & Recycling

Primary Function

Assists the Manager of the Bureau of Solid Waste & Recycling with the planning, development, implementation and administration, including supervision of support staff, of the City's recycling, solid waste, waste reduction, litter and graffiti programs.

Training and Experience

- A Bachelor's degree with major course work in an environmental field of study, public administration or closely related field is required.
- At least two (2) years' experience in conception, implementation, management and/or promotion of recycling and solid waste programs is required.
- Supervisory experience is desired.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Possession of "Certified Recycling Professional" status through the Professional Recyclers of PA (PROP) is required or must be achieved within 2 years of date of hire in position.

**Salary: \$50,499.66- \$60,623.84,
dependent upon qualifications**

Full-Time; Excellent City benefit package

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: Assistant Manager, Solid Waste & Recycling
Department: Public Works
Job Grade: 1014
Reports To: Manager, Solid Waste & Recycling

Job Code: 2120
FLSA: Exempt
Effective Date: 5/2017
Revision Dates:

Primary Function

Assists the Manager of the Bureau of Solid Waste & Recycling with the planning, development, implementation and administration, including supervision of support staff, of the City's recycling, solid waste, waste reduction, litter and graffiti programs.

Principle Duties & Responsibilities

- Manages the written Public Education program.
- Manages the Public Outreach program.
- Manages the Data Management program.
- Manages the annual Hauler Permitting process.
- Manages the Litter Abatement programs.
- Manages the Graffiti Removal program.
- Assists with developing a Policies & Procedures manual to document current daily tasks and operational procedures for the drop-off center and other program functions including SWEEP and Customer Service/Hotline.
- Assists with developing and implementing a property inventory utilizing the GIS database.
- Assists with management and oversight of the Collection Contract program and evaluating/improving the interface between the contractor, city personnel and the public.
- Assists with evaluating requests and incorporating Commercial properties into the Collection Contract program.
- Assists with research and development of new initiatives to improve and expand the program.
- Assists with supervision of program staff.

Position Qualifications

Knowledge, Skills and Abilities

- Follows safe practices in the performance of the position duties.
- Proven working knowledge of the waste hauling and recycling collection industry is required; familiarity with the collection systems in Lancaster County is desired.
- Proven understanding of the recycling industry in order to recognize industry trends and incorporate concepts into the program is required.
- Proven commitment to recycling and a conservation ethic is required.
- Proven ability to manage multiple concurrent projects is required.
- Proven ability to express ideas clearly and concisely in oral, written and graphic form is required.
- Proven knowledge of local, state and federal laws, rules and regulations relating to recycling and solid waste management is required.
- Proven exceptional written and oral communication skills is required.
- Proven ability to conceptualize and think broadly, while producing work that is detailed and accurate is required.
- Proven ability to read, write, speak and comprehend English is required.
- Proven proficiency using a personal computer and the Microsoft suite of software is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

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Environmental Conditions

Requires working in a typical office setting with computer, telephone and other office equipment use approximately 75% of the time.

Requires local travel 25% of the time and some travel outside the city for meetings and training, including overnight.

Requires working in the outdoor environment 10% of the time.

Requires occasional lifting of 25 lbs.

Safety Equipment Used or Needed

Standard equipment used for performing various functions will be provided.

Comments

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

This description of work is meant to be an overview of work to be performed by the employee and not intended to be a complete listing of all tasks required in this job, nor a contract of employment. Management may assign other responsibilities within the employee's abilities.