

Career Opportunity

Applications are being accepted for a full time **Solid Waste Manager** for the City of Las Vegas Solid Waste Department.

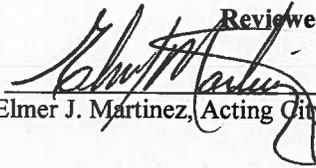
Entry Level: \$18.24

Nature of Job: This job manages all phases of the operations and services of the municipality's solid waste and disposal systems. This is a highly responsible professional position under the direct supervision of the Utility Director or designee. Work involves managing, coordinating, planning, expanding and oversight of all operations and services provided by collection and disposal systems. Work is performed in accordance with accepted professional standards. Work requires application of a multifaceted body of knowledge, which requires considerable education and experience; independent judgment is exercised in carrying out of duties. Work requires extensive public contact and interaction with service providers and the general public. Plans and manage the operations of the municipal solid waste system. Manages & supervises programs, the facility and staff, functions include problem-solving, decision-making, and interaction with local governments, police agencies, business organizations, state agencies, businesses and individuals. Develops, recommends and implements programs/initiatives pertaining to the improvement of solid waste system, develops recycling methods for at least 5% reduction in transfer. Manages the facility for efficient and safe operations and insures compliance with the City, State and Federal regulations. Is involved in public relations to promote conservation programs. Supervised, scheduling and monitoring of supervisors, employees so that day to day functions of the solid waste system and facility services are maintained. Processes customer complaints in accordance with established policies and procedures and initiates corrective action to improve customer relations. Improves and develops general policies and procedures for the facility and operation. Collaborates with agencies and organizations that will further solid waste system and facility services on behalf of the City. Markets the services provided by the facility by participating in the development, Assures that services are published and information is disseminated to the public. Trains and supervises solid waste, support staff, contractors and volunteers. Performs miscellaneous job-related duties as required. (A detailed job description is available at the Human Resource Office.)

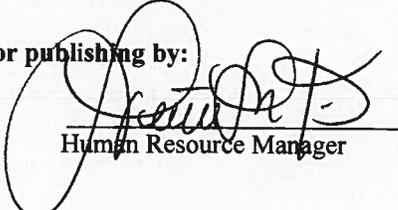
Qualifications: High School Diploma or Equivalent. Ability to acquire and maintain all certifications as required by the NMED for this position. Must possess a New Mexico Class D operator's drivers license and be insurable by the City's insurance carrier. Transfer Station Operator Certification and Recycling Facility Operator Certification after 6 month probation is completed. Must maintain recertification training requirements (24 CEU's) prior to expiration of certificate. Certification takes effect 1 year after exam taken. Minimum of 4 years in public administration or related field or equivalent in public/private program management experience.

Posted: General Public: October 2, 2014 thru October 9, 2014

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.


Elmer J. Martinez, Acting City Manager

Reviewed and approved for publishing by:


Human Resource Manager