

## CITY OF IOWA CITY - Job Description

Job Class #27-01

FLSA Exempt  
Civil Service

### Identification

**Position Title:** Assistant Superintendent – Refuse  
**Department:** Public Works  
**Division:** Resource Management  
**Supervisor:** Resource Management Superintendent

### Job Summary

Assists the division supervisor in directing and managing the operation of the City's curbside refuse, yard waste, food waste and recyclables collection, the City's drop-off recycling sites, special pickup of white goods and bulky items, the contracted recycling vendor contract, oversight of the East Side Recycling Center and other assigned Resource Management programs.

### Job Scope

Directly supervises division employees. Assists with preparation and administration of the annual budget. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds.

### Essential Job Duties and Responsibilities

**Plans, schedules, assigns and reviews** the work of division staff.

**Plans** solid waste collection daily and weekly work schedules and programs.

**Assures** compliance of City solid waste collection operations with local, state and federal laws.

**Develops** budget requests and division goals.

**Plans** and **approves** division operating expenditures in compliance with budgetary guidelines.

**Performs** daily problem solving activities in the office and on site regarding Resource Management operations.

**Prepares** and **manages** the reporting activities and documentation relating to Resource Management operations.

**Reviews** division programs, studies and surveys.

**Prepares** an annual division statement outlining the yearly goals, accomplishments, statistics and services provided.

**Interviews, hires, evaluates and disciplines** division staff.

**Responds** to requests and questions from customers and the general public.

**Oversees** operations at the East Side Recycling Center.

**Participates** in the Division's Environmental Management System meetings.

**Investigates** problems with collection and disposal.

**Administers** the dumpster permitting program in the Central Business District.

**Interacts** with private haulers and property owners to **resolve** related problems in the Central Business District alleys and other public spaces.

**Administers** consultant contracts.

**Manages** refuse, recycling and organics cart ordering, placement, delivery and maintenance and **researches** and **writes** specifications for refuse carts.

**Maintains** positive rapport with surrounding communities and **keeps** up to date on the industry standards.

**Works** cooperatively with all City divisions to **maintain** order in residential areas and compliance with the City solid waste ordinance.

**Maintains** accurate records of safety training, material safety data sheets and hepatitis shots for Refuse Maintenance Workers.

**Orders** and **stocks** adequate personal protective equipment and first-aid supplies.

**Ensures** routine maintenance is done on all Solid Waste equipment.

**Researches** new and updated equipment.

**Assists** in long range planning of resources and routes.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** all other related duties as assigned.

### **Physical and Environmental Conditions**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand and climb or balance. The employee is occasionally required to sit; reach with hands and arms; stoop, kneel,

crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious

places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; and vibration.

The noise level in the work environment is usually moderate.

### **Minimum Education, Experience and Certification**

High school diploma or equivalent plus additional specialized training and three years experience in managing employees providing a public service required. Valid driver's license with satisfactory driving record required. Valid Iowa Class B commercial driver's license with air brake endorsement required within 90 days of hire. This position is subject to federal drug testing requirements including screening through the FMCSA Clearinghouse. A pre-employment drug screen is required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Associate degree or equivalent from an educational institution accredited by a DOE recognized accreditation body and five years of related experience and/or training preferred.

### **Knowledge, Skills, and Abilities**

Ability to quickly learn landfill operations, refuse, recycling and organics collection, and laws pertaining to safety and solid waste operations. Ability to read, measure, and calculate types and sizes of materials needed for solid waste collection activities and the ability to reason the amount of time that will be used in the process. Able to communicate effectively with staff, contractors and the public.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*