



JOB ANNOUNCEMENT CITY OF TROY, AL INTERNAL/EXTERNAL

CLASSIFICATION TITLE: ENVIRONMENTAL SERVICES ASSISTANT DIRECTOR-OPERATIONS

FLSA DESIGNATION: EXEMPT, UNCLASSIFIED

OPENING DATE: 11/26/2019

CLOSING DATE: 12/04/2019

SUMMARY DESCRIPTION:

Under administrative direction, organizes and coordinates office operations and procedures of the Environmental Services Department to ensure organizational effectiveness and efficiency. This position is responsible for the administrative and professional management and engineering work including planning, directing, coordinating and evaluating activities of the Environmental Services Department. This position requires close cooperation and coordination with other operating and service departments in the City as well as county, state, and federal authorities. The Assistant Environmental Services Director-Operations helps direct solid waste collection/disposal, streets/drainage system construction and maintenance, and recycling under the direction of the Environmental Services Director.

REPRESENTATIVE DUTIES: Under the Direction of the Environmental Services Director:

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the supervision of all divisions within the Environmental Services Department.
2. Helps prepare annual department operating budget and capital improvements program recommendations.
3. Helps manage department budget, manpower, equipment and material resources to enable the department to effectively and efficiently perform the required functions of the department.
4. Prepares various reports, studies, and other information as required by the Environmental Services Director.
5. Responsible for coordinating and managing special projects assigned by the Environmental Services Director.
6. Helps prepare and administer contracts with outside professional and service contractors as required to implement department functions.
7. Consult on professional field and civil engineering projects.
8. Assist in specifying and procuring necessary vehicles and equipment for the department.
9. Ensures that vehicle, equipment and facility repairs are carried out.
10. Plans, organizes, implements, schedules and evaluates the work of subordinates performing the collection and disposal of the trash, garbage and recyclables to include spraying and treating for mosquito control.
11. Assists director in overseeing, designing, and administering Environmental Services projects.
12. Schedules, directs and supervises emergency on call (standby) procedures and operations.
13. Analyzes administrative and operational procedures of the department and recommends changes where efficiency and effectiveness can be improved.
14. Assists in the instruction of the City's policies and procedures.
15. Ensure that employees are properly trained and cross-trained in order to provide maximum efficiency.

16. Conducts interviews and helps select new supervisory level employees; helps interview and select existing employees when promotional vacancies occur.
17. Assists in preparing and administering department safety program in compliance with existing policies and regulations.
18. Attends council meetings and makes oral and written statements as required by the Environmental Services Director.
19. Serves as acting director in the absence of the Environmental Services Director.
20. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
21. Must maintain regular and acceptable attendance at such level as is determined by the City of Troy.
22. Must be available and willing to work such hours per day or per week as the City determines is necessary or desirable to meet its operational needs.
23. Must be available and willing to work such weekends and holidays as the City determines is necessary or desirable to meet its operational needs.
24. Must be available and willing to travel to such locations and with such frequency as the City determines necessary or desirable to meet its operational needs.
25. Must perform duties onsite, except those job duties which are customarily or by their nature performed off site (such as offsite work meetings with City customers, clients or citizens; making deliveries to designated destinations; traveling to field offices to meet with subordinates or conduct training, etc.)
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of the following:

- Understanding of solid waste, trash and recycling collections and route scheduling.
- Methods, materials, and techniques used in the design, construction, and maintenance of storm water systems, streets, sidewalks and rights-of-way.
- Principles of organizational and management techniques.
- Accounting practices and budgeting principles and procedures.
- Computer equipment and applications related to work of the Environmental Services Department.
- Applicable state, federal, and local codes, ordinances, laws, rules, and regulations pertaining to department function.

Skill in the following:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Researching, analyzing, compiling, interpreting, and summarizing a variety of information, data, and materials.
- Preparing complex, concise, accurate documents.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignment with a minimum amount of direction.
- Applying logical thinking to solve problems or accomplish tasks, to understand, interpret and communicate complicated policies, procedures, and protocols.
- Communicating orally and in writing with internal staff, citizens, the mayor, city council, Public Works Director, and other department heads and staff in order to give and receive information in a courteous manner.
- Experience with Microsoft Office products including Word, Power Point, Publisher, Access, and Excel; and be skilled in the use of a keyboard and personal computer.

Mental and Physical Ability to do the following:

- Help manage and coordinate the personnel, equipment, and materials of a large and diverse city department.
- Analyze technical and administrative problems and to make sound recommendations as to their solution.
- Use tact, initiative, prudence, and independent judgement.
- Express ideas clearly and concisely, orally and in writing and to prepare administrative technical reports.
- Establish and maintain effective working relationships with the Director of Environmental Services, state and federal regulatory agencies, and the general public.
- Operate a motor vehicle.

MINIMUM QUALIFICATIONS – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Bachelor's degree preferred.
2. Minimum five to seven years of work experience in an Environmental Services/Solid Waste Management agency.
3. Minimum five to seven years supervisory experience in a multi-departmental agency.
4. Must have a valid Alabama Driver's License, a good driving record.
5. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
6. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the position.

Essential Physical Abilities
Must be able to see clearly, hear, read, write, sit, walk, grasp and hold objects, keyboard and occasionally lift light objects up to 20 pounds.
Supervisory Control
Under the direct supervision of the Director of the Environmental Services Department.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific but may require some interpretation in application.
Scope & Effect
The purpose of this position is to provide support to the Director of Environmental Services
Personal Contacts
Contacts are typically with employees, co-workers, members of other city departments, mayor, city council, and the general public.
Work Environment
Work is performed in a normal office environment, and often in the field, exposing the employee to outside atmospheric conditions; possible bodily injury from moving mechanical parts of equipment, tools, machinery, electrical shock, explosions, and/or toxic chemicals.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.