

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Deputy Director of Solid Waste**

**POSITION NUMBER: SW1105**

**FLSA STATUS: E**

**POSITION DESCRIPTION**

Under general supervision, this Unclassified, professional level position manages and supervises the operational functions of the Solid Waste Department and assists in the overall administration of the Solid Waste Department (the Department). Represents the Department in the absence of the Director of Solid Waste. Leads, organizes and coordinates the Department's Safety and Training Programs. Leads educational outreach efforts for the Department. Serves as Department lead with regard to public collection events. Assists and provides managerial guidance to the Household Hazardous Waste Facility staff. Reviews, evaluates, provides input and makes recommendations regarding collection route and Department organizational structure and staff needs. Works in coordination with Fleet Maintenance staff regarding capital equipment needs and recommendations. Assists in other duties as assigned. This position is supervised by the Director of Solid Waste.

**WORK PERFORMED**

**40% Operations Management/Administration.** Monitor and evaluate all operational functions and efficiency of the Department including all collection service routes and container delivery services. Assists in the development of annual budgets. Monitors Collection/Delivery staff members' compliance with provisions of Union contract. In coordination with Route Supervisors and/or Fleet Maintenance staff, makes recommendations and assists in the development and issuance of product, material and capital equipment specifications and develops Requests for Proposals/Quotes. Coordinates with landfill and recycling facility staff with regard to tipping fees and recycling revenues. Develops and maintains operational reports including customer totals and route distribution, tonnage reports, labor and other reports as needed/requested. Monitors and coordinates public recycling drop-off sites and coordinates with entities hosting the containers. Attends weekly staff meetings.

**25% Supervision.** Provides oversight and assistance to Route Supervisors with regard to service execution. Monitors and ensures that collection staff adheres to Shawnee County Human Resource Policies, Department policies/expectations and Union contract provisions. Consults with and assists Route Supervisors, Fleet Maintenance Supervisor and Director, as necessary, regarding development and issuance of disciplinary measures. Evaluates performance and conducts reviews of Route Supervisors. Assists Route Supervisors in the coordination, development and/or maintenance of annual performance reviews for Route Collection and Container Delivery staff falling under their supervision. Assists Fleet Maintenance Supervisor in the coordination, development and/or maintenance of annual performance reviews for Fleet Maintenance staff and Container Maintenance falling under their supervision.

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- 20% Safety and Training.** Develops, maintains and/or updates Department training programs and safety programs. Ensures staff is trained on proper completion of tasks and monitors conformance to Department policies. Serves as a member of the Department's Safety Committee and coordinates Safety meetings. Identifies and displays pertinent safety and training material on Department bulletin boards and video monitor.
- 5% Representation.** Represents the Department on the Shawnee County Solid Waste Planning Committee and Keep America Beautiful committee. In the absence of the Director, represents the Solid Waste Department at Board of County Commissioner meetings, meetings with City of Topeka staff and other entities as necessary.
- 5% Public Outreach.** Develop and provide presentations to schools, Neighborhood Improvement Associations, local service organizations, trade shows and other events deemed necessary. (Will require some weekend and/or after-hours work - approximately 20 hours per year).
- 5% Public Collection Events.** Serves as Department Lead in the coordination, organization and execution of public collection events including Tire Amnesty, Curb Your Clutter and Electronic Waste. (Will require some weekend work - approximately 20 hours per year). Coordinates with City of Topeka staff regarding joint collection/initiative efforts.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Managerial principles and practices.
- Supervisory responsibilities and effective leadership skills.
- Best Management Practices for General Business (Solid Waste Collection experience desirable) including customer service.
- Human resources management including hiring practices, disciplinary procedures, and terminations.
- Labor union contracts and negotiation skills.
- Fleet operations

**Ability to:**

- Plan and direct the work of others.
- Communicate effectively, both orally and in writing, using the English language.
- Motivate others and implement decisions.
- Establish and maintain effective working relationships with customers, the public, employees, and associates.
- Prepare and present training materials
- Read, review, understand and interpret labor union contracts.
- Make critical decisions.

**Skill in:**

- Operational Problem Solving
- Providing leadership and direction to employees.

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**PHYSICAL REQUIREMENTS**

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery		X		
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X					X		

**EQUIPMENT USED**

PC's	Fax Machine	Office Furniture
Printer	Photocopier	Vehicle
Telephone	Calculator	Two-Way Radio

**MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university with major course work in Business, Operations Management, Business Administration, or related field.

Five (5) years' experience in an administrative, business, managerial and/or supervisory position.

Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than (5) years old; No more that (2) at fault or chargeable on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**PREFERRED QUALIFICATIONS**

Two (2) Years of management or supervisory experience in the Solid Waste industry.

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**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical/drug screen and review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Print Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 03/18  
Revision History: 08/20