

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE	Environmental Services Division Director (1147)	SALARY RANGE:	\$31.384-55.523 (P)
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	3/16/2018-4/16/2018	POSITION STATUS:	Exempt/Full-Time
SUPERVISOR:	City Manager	LOCATION:	Environmental Services

GENERAL PURPOSE

Performs all of the functions of the Division Director during his or her absence. Has full signatory and disciplinary authority. Under the general direction of the Division Director and or the Public Utilities Department Director, oversees and manages the day to day operation of the Solid Waste Management Division. This includes but is not limited to commercial, residential, and recycling collection activities as well as specialized programs within these three areas: customer service, billing activities, and promoting waste reduction programs.

SUPERVISION RECEIVED

Works under the general guidance of the Division Director and or under the Public Utilities Director

SUPERVISION EXERCISED

Provides close to general supervision to the SWM Operations Manager and Administrative Staff

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Oversees and manages division staff that is responsible for the collection of refuse and recycling.

Prepares, monitors, and administers the overall budget for this city enterprise fund; formulates annual budget including revenue and expense projections; develops financial strategies to insure that the division budget is solvent and financially self-sufficient; develops reporting procedures and methods to measure the fiscal performance of the division; and works closely with other city entities regarding rates and collection of revenues that fund the division.

Develops organizational and staffing plans to meet the operational and service needs of the division; provides direction, training, follow-up and support to staff; screens, interviews and makes recommendations on hiring division personnel.

Responsible for public relations and communications; serves as a staff liaison to committees or groups related to solid waste; makes presentations and provides written or oral testimony to upper-level management, committees, Mayor and City Council.

Develops and writes proposals for the procurement of professional services and equipment; formulates contract documents, evaluates proposals and bids; recommends awards of contracts and administers contracts through completion.

Analyzes division functions and develops and implements efficiencies to streamline programs.

Ensures compliance with laws and regulations, specifically as they relate to operations and closed landfills.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in business, public administration, management or a related field Education/experience may be substituted for one another on a year for year basis.

AND

Five (5) years of progressively responsible management/supervisory experience in a municipal solid waste program.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

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Considerable knowledge of the solid waste field, including, specialized collection programs (automation), volume based billing, recycling and other waste reduction programs. Knowledge of both state and federal solid waste regulations and laws.

Excellent skill in management and the ability to prepare monitor and administer a multi-million dollar enterprise fund.

Ability to analyze collection functions and to develop and initiate new operational ideas. Ability to plan, assign, direct, coordinate and review the work of staff and to develop the skill base of division supervisors; to present information clearly and concisely both orally and in writing and to establish effective working relationships with staff, other city department staff, public officials and the general public.

SPECIAL QUALIFICATIONS:

Must possess a valid driver's license and be able to obtain a City of Santa Fe Driving permit within three (3) months. Professional Solid Waste Certifications issued by SWANA (Solid Waste Association of North America) preferred.

WORK ENVIRONMENT:

Work is primarily performed in an office setting however when in the field, may require standing, walking, sitting, reaching and twisting. May be exposed to allergens, dust and fumes found in refuse. May be required to work irregular hours and attend frequent evening meetings.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.