

**CITY OF BEACH, ND**  
**Solid Waste Manager**

**Salary Range Depending on Experience**  
\$41,600 – \$52,000

**Employer Paid Benefits Include**

Health/life insurance, ND PERS Retirement Plan, Vacation/Sick/Personal/Bereavement Leave, and 14 paid holidays.

**SUMMARY DESCRIPTION**

Works under general direction of the Public Works Superintendent (PWS) and/or Assistant Public Works Superintendent (APWS) to perform essential city solid waste operations.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of 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. Responsible for daily operations of city solid waste which includes but is not limited to;
  - a. Landfill: Ensure landfill meets codes and standards set forth by the ND Department of Environmental Quality. Responsible for scheduling employees needed for landfill operation hours as set by the City Council. Invoice residents, contractors and customers as necessary. Clean & maintain equipment as well as building and grounds. Work with suppliers/vendors for roll off container changes, pit digging/planning, etc.
  - b. Grass & Leaves: Collect and empty grass and leaf bags on days/hours set by the City Council, and manage the compost pile.
  - c. Solid Waste: Collect residential and commercial solid waste. Operate and maintain the garbage truck as well as the transfer station and establish efficient garbage collection routes.
  - d. Recycle Center: Oversee all recyclables including newspaper, cardboard, metal, and any other material that may be recycled in the future. Responsible for collecting, selling, and loading as needed.
2. Answer questions regarding solid waste and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
3. Perform other related duties as directed by the PWS or the APWS.

**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:**

- Operations, services, and activities dealing with solid waste.
- Equipment, tools and materials used in solid waste maintenance activities.
- Principles and practices of safety management.

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**Solid Waste Manager (Continued)**

**Ability to:**

- Read and understand construction drawings, plans and specifications.
- Operate and maintain a wide variety of equipment including truck, tractors, loaders, dozer, motor grader, skid steer, chain saws, line trimmers, etc.
- Demonstrate tact and diplomacy with the public.
- Become certified in Landfill Operators Certification, a Class B CDL, and a commercial applicators license for herbicide and pesticide applications.
- Work well with residents and staff to provide excellent customer service. Must be able to work independently as well as part of a team.

**Education and Experience Guidelines** - *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:*

**Education/Training:**

High School Diploma or GED.

**Experience:**

Four years of increasingly responsible facility maintenance experience

**License or Certificate:** Possession of an appropriate, valid driver's license, with the ability to acquire a Class B CDL within six (6) months of employment; within 1 year become certified in Landfill Operators Certification, and commercial applicators license for herbicide and pesticide applications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a mostly outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

**Physical:** Primary functions require sufficient physical ability (lifting 50-75 lbs. repeatedly & 25-30 lbs. overhead) and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to work in confined spaces; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight (75lbs); to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.