**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: April 26, 2019**

**Vacancy No: 026-19-02**

**Position Title: Public Works Manager - Landfill**

**Division / Section: Public Works / Collections / Landfill**

**Position Status: Full Time; FLSA Exempt; Benefit Eligible**

**Work Week: Monday – Friday 7:00 am – 4:00 pm; Some nights, weekends, and**

**holidays may be required**

**Salary Range: $66,110.10 - $72,000.00 Annually DOE**

**Closing Date: May 17, 2019**

**Team Flagstaff is seeking a knowledgeable and experienced Public Works Manager for the Landfill. The ideal candidate will have a Bachelor’s Degree in Business Management, Construction Management, Engineering or a related field, at least three years of supervisory experience and four years of direct experience working in the field of assigned program. This individual must have a working knowledge of Federal, State, and Local Laws and Regulations and safety practices related to assigned programs, and should possess planning, directing, and organizational skills, to review and oversee the work of direct reports.**

Actively supports and upholds the City’s stated mission and values. Employees of this classification are responsible for highly professional management, administrative, and supervisory duties associated with the operations within the assigned area of responsibility. Manages all resources and duties required to perform work in area of responsibility, assuring acceptable level of quality and functionality, utilizing various resources such as staff, approved budgets, intra-department support, outside vendors and consultants. This position is ultimately responsible for safeguarding the public health and competency in the area of compliance pertaining to Public Works programs.

Under direction of the assigned Section Director, employees of this class are expected to perform a high degree of independent judgment, initiative, and professional expertise in the administration, operations, and fiscal management of assets and resources in areas of responsibility. This position is required to respond to emergency situations 24 hours a day seven days a week.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has full responsibility for supervision at the Program level (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees.)
* Budgetary: This job has full responsibility for budgeting at the program level (prepares, implements, and manages).
* Strategic Planning: This job has partial responsibility for strategic planning at the Section level (assists with developing, implementing, and managing long and short-term goals).
* Policies/Procedures: This job has full responsibility for policies and procedures at the Program level (develops, implements, and interprets).
* Compliance: This job has partial responsibility at the Program level for following, ensuring compliance with, and enforcing Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job has partial responsibility for Council communication at the Section level (makes recommendations and presentations, writes staff summaries, ensures Performance Measures are met, and balances needs with Council’s adopted priorities and direction).
* Reporting: This job has full responsibility for reporting to Federal/State/Local agencies at the Program level (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers while monitoring implementation of improvements to maintain customer service and develop positive partnerships within the community and other City of Flagstaff Sections.
* Acts as the City’s primary point of contact for questions in programs concerning area of responsibility. Answers questions verbally or in writing regarding code, zoning, policy, and procedural changes.
* Responds to emergencies in a managerial and technical capacity.
* Acts as Public Works Division liaison and coordinates with internal and external agencies and community groups.
* Ensures customer, employee and regulatory agency complaints and suggestions are followed up on and resolved.
* Prepares and administers the budget for assigned Program and exercises control over expenditures.
* Develops and implements procedures for monitoring and coordinating the acquisition and maintenance of supplies, equipment and facilities needed for proper operation.
* Negotiates, recommends and monitors contracts, leases and permits within area of responsibility.
* Negotiates contracts and intergovernmental agreements (IGA’s) as needed with other agencies and organizations. Works closely with legal and financial staff through negotiation process.
* Implements new processes within the current regulatory structure as needed to safeguard public health and employee safety.
* Develops and assists in evaluating programs in the comprehensive training of personnel.
* Arranges for and conducts training of department personnel and others as required by OSHA, EPA, ANSI or other regulatory or industry specific standards. Monitors safety procedures and the use of Personal Protective Equipment (PPE).
* Establishes and enforces safety policies, procedures, guidelines, and priorities to be observed by all program personnel.
* Investigates accidents and reports to Risk Management and leadership; makes recommendations on corrective actions aimed at reducing or eliminating work place hazards, exposure, and injuries.
* Attends conferences, conventions, educational, and professional meetings to remain current with changing trends, developments, modern techniques, and expertise.
* Responsible to the Section Manager for program compliance with all Federal, State, and local laws and regulations within assigned areas of responsibility. Ensures citizen, employee and regulatory agency complaints and inquiries are followed upon and resolved.
* Maintains and updates FEMA emergency response certifications and compliance including NIMS, NRP, and ICS disciplines.
* Develops and prepares statistical and analytical reports daily, weekly, monthly, quarterly, and/ or annually on program performance.
* Oversees the maintenance of all program records, and ensures that statistics relating to staffing, financial, regulatory, and operational records are maintained.
* Keeps Section Director advised of program operations and activities through verbal and written reports.
* Develops, prepares and presents staff summaries and other presentations on program related issues to City Council and/or staff.
* Develops, implements and manages goals and objectives of the program. Serves as part of the management team in researching, implementing and analyzing new technologies and procedures. Establishes short and long term goals, objectives and performance indicators.
* Maintains and improves the professionalism, efficiency and intra-program communication within the section as it relates to its support function of city operations.
* Determines current and future operational, maintenance and capital improvement needs. Formulates plans to meet those needs.
* Researches historical information for future planning and development.
* Develops and maintains a ten year plan for equipment refurbishment, replacement and additions.
* Plans, directs and coordinates the supervision of staff to include setting work priorities, development and implementation of personnel policies, coordinates all support functions pertaining to program operations.
* Establishes measures to improve work methods, use of equipment, changes in operations, working conditions, quality of work, and any necessary expansion to increase efficiencies and productivity.
* Conducts field surveys to evaluate special and unusual problems and to check quality of work.
* Monitors and maintains a computer database for section information.
* Analyzes, develops and administers policies and procedures for the program. Ensures that supervisors communicate the goals and objectives of the Department, Division and Section and the current policies and procedures to the personnel assigned to their supervision. Assumes responsibility for work procedures, safety practices and technical aspects of the work performed.
* Responsible for the completion and submittal of performance evaluations, accident reports, time sheets, purchase requisitions, labor distribution, and liability claims.
* Ensures that staffing levels meet operational and customer service needs.
* Provides direction and assistance to supervisory staff in the solution of problems involving programs, facilities, equipment, communication, coordination, and customer complaints.
* Directs, manages, and evaluates supervisory, professional and technical staff in the area of responsibility.
* Investigates and resolves complex personnel issues and submits action plans and/or recommendations of employee hires, employee recognition, promotions, discharges, transfers, and disciplinary measures to Leadership.
* Performs related duties as required.

Solid Waste Landfill

* Establishes and maintains guidelines and procedures for hazardous and toxic waste monitoring and proper disposal.
* Supervises Landfill Engineering, Compliance, Administrative, and Operational personnel.
* Responsible for the proper Operation/Maintenance of the Cinder Lake landfill and Hazardous Products Center.
* Proposes changes to the City’s current Solid Waste Code.
* Responsible for design and construction of landfill to include timely introduction of landfill infrastructure buildout.
* Researches and prepares on an annual basis or as directed, fee schedules for the landfill and inert materials pit. Fees are presented to the City Council for consideration.
* Responsible for operations and scale house log records, compliance and regulatory reports, and laboratory records, to assure landfill is functioning properly.
* Acts as a City liaison to the Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA), the Forest Service and other regulatory agencies in solid waste disposal matters.
* Supervises the development and maintenance of the computerized landfill management system. Analyzes management needs for information retrieved, data quality control, and expanded use of existing computing equipment and software.
* Conducts tours of landfill and related facilities for consultants, City officials, civic groups, students, and the public.
* Provides project oversight for a wide variety of maintenance and capital improvement projects from initial conception to final acceptance, which includes but is not limited to compliance with Federal, State, County, and City construction standards and regulations.
* Maintains, or coordinates the maintenance of the telephone and radio equipment and related support systems. Negotiates and plans for appropriate maintenance and outsourced technical support.
* Performs current and professional level mid-range and advanced planning functions associated with regional and local solid waste issues.

**MINIMUM REQUIREMENTS**

* Bachelor’s Degree in Business Management, Construction Management, Engineering or a related field.
* Four years of direct experience working in field of assigned program.
* Three years of supervisory experience.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

**Solid Waste Landfill**

* Current Manager of Landfill Operations certification; 40-hour HAZWOPER certification; 40-hour Resource Conservation Recovery Act certification.

**OTHER REQUIREMENTS**

* Regular attendance is an essential function of this job to ensure continuity.
* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Must possess, or obtain upon employment, a telephone.
* Incumbents of this position are subject to pre-employment drug screening, and post-employment random, post-accident, and reasonable suspicion drug/alcohol screening.
* Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.
* Must have the ability to be contacted and to respond in a timely manner and be willing and able to work extra hours as needed on weekends, evenings, and holidays, as directed.
* All Emergency Service Employees shall maintain their principal residence within the state boundaries of Arizona. All Emergency Service Employees, except those holding a position in Fire, will arrive at the assigned or emergency work location within one (1) hour from notification to report to duty.
* Employees may be designated a take home City vehicle.
* Employees who are designated to take home a City vehicle per the Vehicle Take Home Administrative Policy must live within the prescribed area. The defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges, or 10 miles from City Hall along Highway 180 North with a five-mile-wide corridor (2 ½ miles on each side).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Extensive knowledge of the principles, practices, and operations of assigned program.
* Ability to remain current with latest developments, techniques, equipment, and changing industry standards, with an emphasis in trends and innovations in areas of safety compliance, productivity, and sustainability.
* Working knowledge of and experience with the principals and practices of public administration, budgeting, and cost accounting.
* Demonstrated ability to effectively develop and manage goals and objectives to meet city core mission and values.
* Must possess planning, directing, and organizational skills, to review and oversee the work of direct reports.
* Knowledge of current Federal, State, and Local Laws and Regulations and safety practices related to assigned programs, implementing changes in the assigned areas as necessary.
* Thorough knowledge of equipment specifications and procurement procedures.
* Ability to analyze statistical data of equipment to maximize its useful life.
* Ability to analyze data, prepare and present comprehensive written and oral reports.
* Ability to analyze and effectively report upon operating conditions and situations, and to recommend or implement appropriate solutions.
* Demonstrated ability to exercise initiative and independent judgment in making complex decisions, sometimes in emergency situations.
* Working knowledge of the techniques and methods of supervision and personnel management.
* Proven team building, leadership, staff development, mentoring and delegation skills, and ability to obtain consensus within groups.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

**Solid Waste Landfill**

* While performing the duties of this job, the employee frequently required to talk or hear, and regularly required to sit, use hands to finger/handle/feel, and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.
* The employee must occasionally lift and/or move up to 100 pounds.
* Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
* Working conditions include regular exposure to work near moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.
* The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION**

* Range 114, C-4-3, FLSA exempt

**PRE-EMPLOYMENT REQUIREMENTS**

* CDL Physical, Regulated Drug and Alcohol Screening, Tetanus Shot, Hepatitis A/B Shot.

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**