

# RESOURCE RECOVERY PROGRAM MANAGER

Recruitment #1609-5482-001

**List Type** Original

**Requesting Department** DPW-OPS-SANITATION

**Open Date** 2/16/2017 5:00:00 PM

**Filing Deadline** 3/9/2017 11:59:00 PM

**HR Analyst** Nola Nelson

## INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

## PURPOSE

Under the general direction of the Sanitation Services Manager, the Resource Recovery Program Manager administers and develops the City's waste reduction and resource recovery programs.

## ESSENTIAL FUNCTIONS

- Manage the citywide Recycling program, providing oversight, responding to needs, coordinating with field operations, and monitoring metrics; maintain an effective program by providing analytical and technical expertise and applying best practices identified through review of current recycling trends, research and procedures.
- Assist the Sanitation Services Manager to implement and continuously improve municipal curbside and drop off site recovery programs and services; develop waste prevention, reuse, and recycling projects.
- Establish contracts or other agreements necessary to market recyclable materials; oversee the financial and performance aspects of contracts, resolving issues as needed and ensuring service fulfillment.
- Assist the Sanitation Services Manager in the administration of the Materials Recovery Facility (MRF) and associated contracts and intergovernmental agreement; assist in representation of the City on the governing body providing oversight.
- Manage and administer the City's State recycling grants, maintaining an effective data management and reporting system to satisfy State grant provisions and ensure continuance of funding.

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- Collaborate on the development of public information tools and campaigns to educate the public and encourage recycling, composting, and waste reduction.
- Research, develop and implement ordinance changes to increase waste diversion.
- Plan, conduct and document various studies in waste stream composition, recyclables collection and processing methods and other technical aspects of recycling.
- Represent the department before various Committees and on work groups; provide technical and policy expertise in resource recovery and waste reduction; represent the City to outside agencies and organizations.
- Educate field personnel on new recycling issues and changes in the curbside program.
- Oversee recycling compliance enforcement activities and provide assistance to those responsible for implementing recycling programs under State law and City ordinance.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

- As a member of the DPW Operations management team, must work as part of snow and ice control operations and be able to work various shifts and extended hours including weekends and holidays as needed to meet the needs of the department.
- As part of the Operations Division management team response to snow and ice control requirements, residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Civil Service Commission is a requirement of this position. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in public administration, business administration, environmental sciences or a related field from an accredited college or university.
2. Three years of experience managing solid waste, composting and recycling contracts, operations and/or programs.
3. Requires residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Civil Service Commission. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.
4. Valid driver's license at time of appointment and throughout employment.

**NOTE:** *Equivalent combinations of education and experience may be considered. For example, an Associate's Degree in any of the above fields and at least five years of professional experience closely related to the*

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*essential functions above may be considered, such as managing solid waste and recycling operations for a company or having responsibility for ensuring that handling and disposal adhere to laws and regulations.*

**IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

### **DESIRABLE QUALIFICATIONS**

- Experience and familiarity with Materials Recovery Facilities.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of Federal, State and local laws and regulations related to recycling.
- Knowledge of materials management principles and of current methods, systems and infrastructure related to waste prevention, reuse, and recycling.
- Demonstrated commitment to environmental stewardship and conservation of resources.
- Knowledge of data accumulation, tracking and analysis techniques.
- Ability to navigate, implement and manage government procurement and various contracts.
- Ability to lead, develop mutually respectful relationships, motivate others, foster collaboration and build consensus.
- Ability to interpret and understand related regulations and technical information.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to prepare professional correspondence and technical reports.
- Ability to design, plan, and work with budgets.
- Competence utilizing computer applications, particularly Microsoft Office (Word, Excel, PowerPoint).
- Ability to conduct research and analysis of industry equipment, procedures and best practices and apply knowledge to develop recommendations.
- Ability to work with public, private and government agencies and partners in a professional manner as a representative of the organization.

### **CURRENT SALARY**

THE CURRENT SALARY RANGE (Pay Range 2JX) is \$62,338 - \$87,270 annually for City of Milwaukee residents. The non-resident salary range is \$60,809 - \$85,129 annually. Appointment up to \$77,297 (resident) or \$75,401 (non-resident) is possible based upon qualifications and is subject to approval.

*The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.*

## **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **March 9, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.