

# **TOWN OF MANCHESTER POSITION GUIDE**

**Title:** Deputy Director of Public Works for Sustainability and Materials Management  
**Department:** Public Works  
**Reports To:** Director of Public Works

## **NATURE OF WORK**

Under general supervision, supervises the administration and operation of the Town of Manchester materials management operations, landfill, refuse collection, recycling, composting and waste disposal programs. Manages, coordinates, facilitates and advises the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote environmental, energy, economic, and social sustainability. Responsible for coordinating and implementing sustainability, adaptation, mitigation, resilience and energy-saving programs; tracks and reports on how these initiatives are met.

## **ESSENTIAL JOB FUNCTIONS**

Plans, organizes and supervises the operation of the landfill, including building access roads, preparing dumping sites and the collection and disposal of hazardous wastes.

Works in focus areas related to sustainability, resiliency, equity and environmental justice including green building practices and certification, energy and clean water policies, waste management solution and environmental justice.

Plans, organizes and supervises the operation of the recycling program, including collection, storage and appropriate disposal and/or marketing of recyclable materials. Administers contracts for refuse collection and recycling programs.

Prepares annual operating budget. Analyzes tonnages, revenues and expenses to meet budgetary requirements of the sanitation enterprise fund.

Supervises the work of all Sanitation staff. Oversees computer billing system, determines training needs and operates in accordance with employee labor contracts.

Monitors operation for compliance with federal, state and local regulation and applicable safety regulations; Summarizes technical data prepares reports for appropriate regulatory agencies; recommends changes as needed.

Represents the Town professionally at environmental meetings and negotiates environmental permit conditions with Federal, State and local agencies.

Seeks grant funding opportunities and federal funding opportunities for new programs. Prepares reports and presentations to the Board of Directors.

Assists the Planning Department in incorporating sustainability efforts into Plan of Conservation and Development (POCD).

Supervises the apartment and condominium rebate program.

Provides information to the public, the press, Town officials, civic groups, youth groups and other organizations on topics related to waste disposal, recycling and environmental issues.

Performs other duties as assigned.

## **Deputy Director of Public Works (con't.)**

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of federal, state, and municipal laws and regulations regarding environmental services and environmental protection, specifically those issued by the Connecticut Department of Energy and Environmental Protection (DEEP) and U.S. Environmental Protection Agency.

Advanced knowledge and/or experience of Sustainable principles and practices. Knowledge of best practices and regulatory requirements for environmental procedures, permits and reporting

Knowledge of global and national recycling markets, including trends and forecasting.

Thorough knowledge of alternative energy program management, government, municipal and private energy trends.

Experience with municipal budgeting, enterprise funds and waste stream/revenue analysis.

Ability to communicate effectively orally and in writing, and to speak before public groups. Ability to maintain effective working relationships with subordinates, Town officials and the public.

Knowledge of green building practices and certifications, environmental justice, adaptation planning, waste management solutions, and energy.

### **PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Able to push/pull/lift objects weighing less than 20 lbs. Must be mobile and able to perform moderately difficult manipulative skills. Able to sit for prolonged periods of time. Able to perform gross body coordination and to perform tasks which require hand-eye coordination.

Must be able to see objects far away, as in driving; see objects closely as in reading a report; and discriminate colors. Able to hear normal sounds with some background noise and able communicate through human speech.

Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Exposure to: hazardous waste materials such as chemicals; high and low temperatures; conditions in outside weather; dust; loud or unpleasant noises; electro-magnetic radiation as in CRTs (VDTs).

### **MINIMUM TRAINING AND EXPERIENCE**

College degree in Engineering, Environmental Science, Sustainable Business, Public Administration or related field.

Four (4) years of progressively responsible experience in municipal materials management, solid waste collection, recycling and disposal or related field.

Possession of or ability to obtain State of Connecticut license as Landfill Operator within one year. Must hold valid Connecticut motor vehicle operator's license. LEED-AP Credentialed desirable. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

(THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB)

Approved Board of Directors: April 14, 2020 Action # 74-20