

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2021-024**

**POSITION: SOLID WASTE SUPERINTENDENT**  
**DEPARTMENT: SOLID WASTE**  
**STATUS: EXEMPT**  
**REPORTS TO: PUBLIC WORKS DIRECTOR**  
**SHIFT: REGULAR - 40 HOURS PER WEEK**  
**SALARY: MINIMUM \$43,300 – MAXIMUM \$53,000 Dependent upon Qualification**

***\*\*This position is a safety-sensitive position, subject to random drug and alcohol testing.***

**GENERAL DESCRIPTION:**

Under general direction from the City Manager and the Public Works Director, is responsible for overall functions of the Solid Waste Department. Oversees the daily operations of the Solid Waste Department and the Convenience Center. Oversees all maintenance, construction, and repair to all the aforementioned operations. Prepares and administers department budget. Deals with Public Works Committee and the City Council as needed. Is an integral part of short and long range planning for the department. Deals with consultants and state and federal regulating agencies.

**TASKS AND RESPONSIBILITIES:**

1. Oversees the daily operations of the Solid Waste department including but not limited to: budgets, purchasing and preparations of reports and planning.
2. Maintains records and maps, and is responsible for overall management of the department.
3. Works with the City Manager, Public Works Director, City Council, Public Works Committee to provide information and reports as needed. Works with consultants and regulatory agencies.
4. Identifies reports and assists in the settlement of violations of City codes and policies regarding refuse collection and disposal.
5. Prepares specifications for the purchase of new equipment and materials.
6. Develops in-service training in programs for sanitation equipment operators.
7. Performs field inspections of work in progress to assure it is being done properly.
8. Hires, evaluates, supervises, and disciplines employees of the Sanitation Department.
9. Supervises the performance and record-keeping of equipment maintenance procedures.
10. Plans and develops route collection patterns and schedules.
11. Responds to inquiries and complaints to ensure expedient and efficient service. Works with billing, concerning daily problems and complaints.
12. Other duties as assigned.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. Requires a high school diploma and six months of specialized training in solid waste plus (6) years experience in refuse collection; or equivalent.
2. Minimum of three (3) years of this experience must include supervision of similar size and complexity of operation.
3. Must have or be able to obtain within three months or next available testing date a valid New Mexico Commercial Driver's License with the appropriate endorsements.
4. Must have or be able to obtain within 12 months a State of New Mexico Environment Department Transfer Station Operator certification.
5. Must have or be able to obtain within 12 months a State of New Mexico Environment Department Compost Facility Operator certification.
6. Must obtain other certification as required.
7. Ability to plan, organize, and supervise activities and employees.

8. Good oral and written communication skills, ability to work with the public and solve customer problems.
9. Fundamental knowledge of computer; word processing, internet, email, spreadsheets, and data base programs.

**CDL LICENSING PREQUALIFICATION INFORMATION:**

A driver applicant for a CDL Permit, a first-time Commercial License or a Commercial License renewal must have the following documentation:

1. State birth certificate or current US passport or other proof of lawful presence in the US.
2. Social Security Card.
3. DOT Medical Certification – stored electronically by MVD or hard-copy.
4. Two verifiable proofs of physical residency in New Mexico.
5. A valid New Mexico driver's/CDL license.

**COMMENTS ON PHYSICAL REQUIREMENTS:**

1. Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles.
2. Moderate physical activity.
3. Occasional pushing, pulling, lifting and/or moving up to 50 pounds.
4. Occasional crawling, bending, climbing, kneeling, squatting, and working in confined spaces.
5. Must be able to perform physical labor for sustained periods of time with exposure to the elements.
6. May be exposed to dangerous tools and equipment; safety precautions must be followed, including use of safety equipment.
7. Work involves some personal risk and unpleasant working conditions.

**WORK ENVIRONMENT:**

1. Ability to work in stressful environment and deal effectively with stress.
2. Ability to work both inside and outside.
3. Ability to work in all types of weather; extreme cold temperatures, extreme heat temperatures and extreme wet/humid temperatures.
4. Ability to work with intermittent noise levels. Noise levels may be moderate to loud in work environment.
5. Ability to work with fumes, dust, odors and poor ventilation.
6. Ability to work in multiple surfaces; even, flat/hard, inclined/ramps, uneven, stairs, dry, wet, dust and natural ground.
7. Ability to work alone with or without directions.

**WORK SCHEDULE:**

The regular work week is 40 hours - Monday through Friday. Additional time may be required to work after regular hours, on weekends, and holidays.

**TRAVEL REQUIREMENTS:**

1. Limited travel – ability to travel for meetings and training may be required.
2. Overnight travel may be required.

**PRE-EMPLOYMENT REQUIREMENTS:**

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
2. Employees must maintain a source of communications for off duty work related communications.
3. Random drug and alcohol testing is a condition of employment and will be tested under the authority of the City.

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** Position to remain open until filled, review bi-weekly starting Friday, June 11, 2021. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at [www.portalesnm.gov](http://www.portalesnm.gov).

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_