

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 12/07/99	CLASS TITLE: ASSISTANT SOLID WASTE SERVICES MANAGER	CODE: 55315
	MAJOR AGENCIES: BCC (PUBLIC WORKS DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT:

Management level in waste reduction operations and intangibles marketing/public relations under general managerial direction of the Solid Waste Services Manager requiring thorough knowledge of marketing, public relations, communication, environmental science and solid waste conservation in order to assist the Solid Waste Services Manager to direct division operations including multiple transfer stations, highway tractor/trailer fleet, operations and infrastructure maintenance, direct and manage daily operations and outreach activities of the county's recycling programs, develop and implement waste reduction and public awareness programs, direct the operation of a waste exchange warehouse facility and scale house and supervise lower level professional, para-professional and other assigned staff as outlined in rank 1 job duties 50% of the time and also must perform rank 2 job duties.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Plans, organizes and directs Solid Waste Resources & Education functions and the county's recycling program (e.g., refrigerators, yard waste, bulky waste, paint), formulates and implements programs to increase waste reduction and public awareness, provides programs in litter prevention, recycling measures, containment, enforcement and over-all environmental concerns involving solid waste, leads outreach activities in recycling with presentations to community groups, business associations and schools, utilizes local print, radio and TV news media to foster awareness objectives, promotes and coordinates community support through volunteer hours, in kind services and cash donations from businesses, community organizations and schools, serves as recycling consultant for businesses and organizations to design waste minimization programs, prepares budget recommendations for solid waste resources and recycling operations, responsible for coordination of field operations involving varying numbers of</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> (conservation principles, practices and controls), 1 (budgeting), 4 (accounting), 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 13 (office practices and procedures),* 14 (government structure and process), 15 (counseling), 16 (interviewing), 17 (business), 20 (natural sciences--environmental science), 23 (law--litter control legislation and regulatory requirements); <u>Ability to 30i</u> (deal with variety of variables in somewhat unfamiliar context), 30k (understand practical field of study (e.g., marketing, public relations communications), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals & manuals), 30n (deal with some abstract but mostly concrete variables), 30p (deal with non-verbal symbols in formulas, equations or graphs), 31d (calculate fractions, decimals & percentages), 32i (complete routine forms), 32j (maintain</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must be able to provide own transportation. Completion of undergraduate major program course work in business, public administration or environmental sciences and 5 yrs. experience in community &/or (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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2	<p>volunteers, community service workers, and general relief participants, directs the operation of the waste exchange warehouse facility and records destruction, directs the scales operation to inspect and weigh incoming waste and assess fees, supervises assigned staff (e.g., Waste Exchange Supervisor, Solid Waste Program Specialist, Education Information Specialist, Secretary).</p> <p>Directs the provision of information, technical and promotional services through seminars, workshops, presentations and a variety of printed material, provides liaison with local enforcement agencies regarding litter control legislation and regulatory requirements, directs field operations involving cleaning up roadside litter and illegal dump sites, promotes and coordinates community clean-up programs and projects, provides technical support to the general public on recycling and related solid waste issues, prepares comprehensive litter prevention and recycling marketing plans and grant applications, maintains ledgers for both state and county budget, maintains appropriate records and statistical data, prepares internal and mandated reports and analyses.</p> <p>(Performs Related Duties As Required)</p>	<p>accurate records), 32m (interview job applicants effectively), 32o (prepare meaningful, concise & accurate reports), 32p (proofread technical materials, recognize errors & make corrections), 32u (develop complex reports & position papers), 32s (write and/or edit articles for publication), 34e (establish friendly atmosphere as supervisor of work unit), 34f (handle sensitive inquiries from & contacts with officials & general public).</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) governmental program development & implementation including 2 yrs. supervisory experience <u>or</u> 2 ½ yrs. management experience in related area. - OR alternative, equivalent of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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