



CITY OF BUNNELL

Job Title:	Director	Job Category:	Administration
Department/Group:	Solid Waste	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As needed
Level/Salary Range:		Position Type:	Full Time, Exempt
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	www.bunnellcity.us		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to City Manager.</p> <p>Technical field and administrative work participating in waste collection and waste management programs to prevent an adverse impact to the environment and the citizens of Bunnell. Actively participates in maintaining the Solid Waste Department's exceptional performance level by meeting or exceeding job requirements and customers' expectations coupled with a positive attitude, unparalleled ethical behavior and unquestionable work ethic.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Duties:</p> <ul style="list-style-type: none"> • Will recommend and interview potential staff members, contract employees, and/or vendors. • Participate in solid waste collection and environmental programs including but not limited to recycling and HHW. • Monitors and inspects operations. • Assists City Manager in ensuring compliance with all Federal and State requirements and OSHA standards. • Advises businesses and customers regarding waste services, waste management reduction, waste disposal options and solid waste ordinances, rules and regulations. • Responsible for monthly and yearly reports pertaining to collected, recycled and disposed wastes. • Provides emergency response to hazardous and non-hazardous spills and releases. • Identifies and categorizes chemicals for safe handling, packing and storing. • Operates mechanical equipment and trucks used by the department to collect waste and maintain container inventory. 			



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- Performs other duties as needed.

Knowledge/Skills/Abilities:

- Knowledge of the terminology, principles, and analytical techniques of the physical or natural sciences required.
- Knowledge of State (FDEP) regulations pertaining to hazardous, special, recyclable, and solid waste.
- Ability to collect, evaluate, analyze, and interpret scientific and technical data. Ability to concentrate on detail and sequential work tasks.
- Ability to acquire a thorough knowledge of a solid waste collection operation.
- Ability to establish and maintain effective working relationships with associates and the general public.

Educational and Experience:

- High School Diploma or a GED equivalency degree or higher.
- Experience in environmental protection, recycling, hazardous waste, physical or natural science, environmental engineering or a related field required.
- A comparable amount of training and related experience may be substituted for the minimum qualifications.

Professional Licenses:

- Must possess a valid Florida Driver's License
- Must possess or obtain and maintain within six (6) months of employment, a Florida Class "B" CDL.
- Must possess or obtain and maintain within one (1) year of employment, certification from Solid Waste Association of North America as a Recycling Technical Associate.

Work Environment:

- Must be physically able to operate a vehicle, equipment, various hand and/or power tools, etc. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight and occasionally of heavy objects and materials up to 60lbs and a height of 48".
- Sufficient manual dexterity to allow the use of a keyboard and writing.
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to meet job demands under emergency and/or strenuous and prolonged situations.
- Ability to communicate both orally and in writing.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	