



Classification Specification Title: Manager Solid Waste

Department	Public Works ▾	Grade: GS.13
Supervision Received	Director Solid Waste	FLSA Status: Exempt ▾
Supervisory Responsibility	Truck Driver, Solid Waste Coordinator, General Supervisor	Established: Mar 18, 2005 Revision: Mar 19, 2026

CLASSIFICATION SUMMARY:

The incumbent in this classification is responsible for managing the daily operations of refuse, recycling, brush, and yard waste collection services to City residents. Duties include evaluating supervisors and their staff, preparing and monitoring the area budget and expenditures, and managing multiple vendor contracts. Work is performed under limited supervision and requires the use of independent judgment and discretion.

SERIES LEVEL: The Manager Solid Waste is a stand-alone position.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; making hiring, disciplinary, and termination recommendations.

Manages the day-to-day operations and activities of the Solid Waste division, which includes developing, maintaining, administering, and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs; and determining the cost-effectiveness of repairing versus replacing vehicles and equipment.

Estimates the cost to complete jobs and maintains various records and files of time, labor, and materials used in projects.

Works with the division director to ensure the division's compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; participates in the development of the written procedures for the division's activities and operations.

Manages and oversees the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to sanitation operations, activities, and workload.

Develops, administers, and monitors the division budget, including capital improvement budgets; allocates resources and approves expenditures, including contracted services.

May assist in resource allocation and approve expenditures, to include contracted services.

Oversees the processing and completion of service requests in a timely and efficient manner.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, and external agencies.

Responsible for reviewing and signing off on Wood Recycle Center and Landfill accounts and reports.

Implements plans for standard operating procedures.

Check availability, apply for, and report on State waste reduction and recycling grants.

Communicates and coordinates with internal and external counsel regarding legal actions involving department claims, lawsuits, contracts, disputes, and arbitration.

Utilizes operational data and reports to develop staffing requirements.

Evaluate and report personnel attendance trends for over 50 employees.

Monitors and approves accounts receivable and accounts payable.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

High School Diploma or GED and four (4) years progressively responsible solid waste experience or related experience; supplemented by four (4) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; work scheduling principles; applicable tools and equipment of the trade; solid waste collection operating principles, procedures, and methods; applicable federal,

state, and local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; occupational hazards and related safety precautions; City geography; industry standards and specifications; recordkeeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; reviewing, classifying, categorizing, prioritizing and analyzing data; mediating and resolving disputes; coordinating, managing and correlating data; exercising judgment in determining time, place and sequencing of operations; formulating operational strategies; utilizing a wide variety of reference, descriptive, and advisory data and information.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Child Sensitive: Dept of Transportation (CDL):

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

Revision History: 4/02/25; 10/20/23; 10/06/23