



Assistant Solid Waste Superintendent

The City is seeking an experienced professional who has expertise in solid waste operations. In Amarillo, you can enjoy a high quality of life in a sizeable community and benefit from a low cost of living at the same time.





THE COMMUNITY

With nearly 200,000 residents across 100 square miles, Amarillo is the 14th most populated city in Texas. As an independent and standalone city, the community offers residents all that is needed to enjoy a comfortable life and other sizeable communities are within a day's drive: Lubbock, Dallas-Fort Worth, Albuquerque, and Oklahoma City.

Amarillo has a diversified economy that includes major industries such as rail, energy, beef processing, agriculture, copper refining, wholesale distribution, fiberglass production, defense contracting, aviation, metal machining and finishing, and oil and gas production. The medical community is also very important to the Amarillo economy with multiple hospitals and professional schools. Residents and businesses enjoy low property taxes and utility rates on statewide and national scales.

The arts are well represented in Amarillo with a symphony, opera, ballet, and theater. Local museums include focuses on art, regional history, horses, and science/space. Outdoor recreation is also abundant with Palo Duro Canyon State Park, the second largest canyon in the country after the Grand Canyon, and scenic mountain ranges in nearby Colorado and New Mexico. A zoo, nature center, botanical gardens, and other venues entertain residents, including sports from indoor football and soccer to hockey.

Among other local school districts, the Amarillo Independent School District (AISD) is recognized at the state and national level for quality programs and an innovative

approach. Amarillo also offers a rich environment for higher education with Texas Tech Health Sciences Center, West Texas A&M University, and Amarillo College.

The City has 2,165 full-time employees and 329 part-time employees. The FY 2018-2019 budget was \$380 million including a Capital Improvement Program (CIP) budget of \$87 million.

Department Mission

To enhance the quality of life for City of Amarillo residents and visitors and promote economic development by providing and maintaining public infrastructure and municipal services.

THE DEPARTMENT AND DIVISION

The City's Public Works Department consists of five divisions, including Solid Waste as well as Drainage, Streets, Traffic and Fleet Services. Solid Waste has a total annual budget of more than \$17 million and over 140 employees.

The City of Amarillo's Solid Waste Collection and Disposal Division is responsible for the collection and disposal of the City's trash and garbage. The City's landfill is the disposal burial site for non-hazardous solid waste collected in Amarillo and the surrounding communities. The City utilizes a fully automated, containerized collection system that is both safe and efficient.

The division focuses on several initiatives throughout the city including:

- » Residential and Commercial Solid Waste Collection
- » Landfill Operations and Expansion
- » Transfer Station Operations
- » Commercial Hauling Permits
- » Environment Task Force
- » Recycling Services through a public/private partnership (over 14,000 pounds of cardboard was collected last year)

THE POSITION AND IDEAL CANDIDATE

The Assistant Solid Waste Superintendent of Disposal will work under the direction of the Solid Waste Superintendent and provide oversight of the division's operations and programs.

Examples of Essential Duties:

- » Manages and supervises the Transfer Station and Landfill departments.
- » Manages operations to ensure compliance with the State of Texas Municipal Solid Waste Permit, including renewal and review.
- » Collects, analyzes, and makes reports to the Texas Commission on Environmental Quality.
- » Supervises employees, including the hiring, evaluation, discipline, training, handling of issues and corrective action plans, and termination of employees for the departments; prepares performance evaluations for all direct reports and reviews all performance evaluations prepared by subordinates.
- » Accounts for the inventory and City property assigned to each department and oversees the annual inventory.
- » Prepares and manages the annual fiscal year operating and Capital Improvement budgets for the Transfer Station and Landfill.
- » Implements and manages Capital Improvement projects for both the Transfer Station and Landfill.
- » Plans and supervises purchases within the departments according to City policies, including purchases for containers, office supplies, uniforms, first aid supplies, and all capital expenses for both the Transfer Station and Landfill.
- » Analyzes and reviews operational and production data.

- » Monitors and manages the daily operations of the Transfer Station and Landfill departments including work in progress, manpower allocation, projects, purchases and payroll.
- » Manages the employee safety program for the departments including planning, evaluating, training, accident follow-up, reporting and implementation of City and departmental policies and procedures.
- » Oversees the handling of Transfer Station and Landfill communications.
- » Complies with all reporting requirements for the City, state and federal governments.

The ideal candidate will have integrity and be people oriented – someone who can get along with a team to get a job done. The ideal candidate should be detail oriented and comfortable with creating and analyzing data to make decisions. The individual must work well with little supervision, as well as possess strong leadership skills with direct reports. The successful candidate will be flexible and adaptable with the ability to utilize technology in both field and office settings. Landfill experience is a must and experience managing capital projects is a plus.

The successful candidate will enjoy a good work/life balance in a friendly community and organization. Being one of the largest departments in the City, there will be great opportunities for growth in the organization and the City actively supports licensing, education, and other professional development.



MINIMUM QUALIFICATIONS

Candidates with a Bachelor's degree in business administration, public administration, or a related field are *preferred*, but a degree is not required. Candidates must have at least five years of supervisory/management experience in solid waste. The City may consider all related education and/or experience in determining an applicant's minimum qualifications and starting salary.

A valid Texas driver's license and Class A letter of competency for Municipal Solid Waste (MSW) from the Texas Commission on Environmental Quality will be required and supported by the City if the selected candidate is not currently licensed. For more information: <https://www.tceq.texas.gov/licensing/licenses/mswlic>

COMPENSATION AND BENEFITS

The salary for the Assistant Solid Waste Superintendent will be up to \$85,000 annually – starting salary will be dependent upon experience. The City offers the following benefits:

- » Participation in the Texas Municipal Retirement System (7% employee contribution rate with a 2:1 employer match)
- » Health Insurance
- » Holidays, Vacation, and Sick Time
- » Relocation benefits

- » Other benefits such as access to deferred compensation and supplemental life insurance plans

APPLICATION AND SELECTION PROCESS

The first review of resumes will occur on **Friday, February 19, 2021**. To be considered, please submit a detailed résumé and cover letter. Your résumé should reflect both years and months of employment dates. Please submit your materials through our website: <https://executivesearch.cpsshr.us/JobDetail?!ID=1731>

The most competitive candidates will be invited to participate in a telephone interview with the consultant. The City will make the final determination as to which top candidates are invited to an onsite interview process.

For additional information about this position please contact Josh Jones at 916.471.3301 or jjones@cpsshr.us.

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