



City of Annapolis
Office of Human Resources
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2529

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Position Vacancy Announcement

Position	Solid Waste Contract Administrator	Opening date	August 21, 2019
Department	Public Works	Closing date	August 30, 2019
Salary range	\$55,187 - \$93,033 (A12)		

JOB SUMMARY

Oversees the daily refuse, recycling, yard waste and bulk collections for the City; and does related work as required.

ESSENTIAL JOB FUNCTIONS

- Ensures that the refuse collection contractor fulfills all of the requirements of the collection contract;
- Receives and investigates customer complaints concerning missed collections and related matters;
- Documents in an electronic database all complaints regarding solid waste collection;
- Enters complaints into a database and analyzes the information to evaluate historical data, determine trends, identify repeat problems etc.;
- Prepares monthly evaluation of the solid waste collection contractor's performance;
- Prepares and maintains necessary records and reports;
- Checks accuracy of all reports, documents all collection problems, and issues appropriate notices to the solid waste collection contractor;
- Conducts monthly meetings between Public Works and the contractor to discuss performance;
- Schedules weekly bulk metal collections for residents who request the service;
- Inspects trash, yard waste and bulk items collected by contractor;
- Educates residents about collection guidelines informs them of any changes to prevent collection problems;
- Verifies that collection crews are in compliance with all contractual requirements, including cleaning any spills placing cans back in the proper location, obeying traffic rules, being courteous to residents and reports any problems to the contractor's route supervisor;
- Distributes informational hang tags for customers violating collection guidelines;
- Collects weight tickets from designated disposal facilities;
- Coordinates with city departments to provide waste collection services; and
- Performs related job work as required.

QUALIFICATIONS

Education and Experience

High School Diploma or an acceptable equivalency diploma (GED); and five (5) years of experience in waste management.

Special Qualifications:

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

Knowledge, Skills and Abilities:

- Skill in interpersonal and public relations;
- Skill using good judgment, tact and courtesy;
- Ability to read and interpret contracts and reports without supervision;
- Ability to work in a fast paced atmosphere;
- Ability to operate small office equipment, including copy machines, tablet, cell-phone or multi-line telephone systems;
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes.

PHYSICAL/MENTAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.
- Feeling ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Dexterity ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Stooping ability: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Visual ability: sufficient to effectively operate standard engineering office equipment; ability to read and write reports, correspondence, instructions, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is performed in all weather conditions and in an environment where errors can lead to significant physical or mental consequences for them or others.

Americans with Disabilities Act

Physical ability: Strength and agility sufficient to lift and maneuver objects such as tools and equipment, to climb into and operate buses; ability to withstand working outside in all extreme weather conditions.

Visual ability: Sufficient to operate buses both day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.

Hearing ability: Sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.

Freedom from mental disorders, which would interfere with performance of duties as described.

APPLICATION PROCESS

Candidates must complete a City of Annapolis application online at

<https://ess.annapolis.gov/employmentopportunities/default.aspx>. An application may otherwise be hand delivered to the City of Annapolis Office of Human Resources by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.