

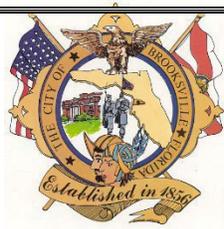
CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Solid Waste and Recycling Manager
DEPARTMENT: Public Works
DIVISION: Sanitation
SUPERVISED BY: Public Works Director

JOB SUMMARY/OVERVIEW OF THE POSITION: The Solid Waste & Recycling Manager is responsible for overseeing the City's solid waste and recycling operations, including residential and commercial collection, disposal, and recycling services. This position provides leadership, planning, and direction to the Solid Waste Field Supervisor, Solid Waste Operators, and Front Loader Drivers. The Manager ensures efficient route scheduling, compliance with health and safety standards, and effective use of budgetary resources while maintaining a high level of customer service to the community. Work schedules vary and may include nights, weekends, holidays, and emergency call-outs. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Direct, supervise, and evaluate assigned staff, including the Solid Waste Field Supervisor, Solid Waste Operators, and Front Loader Drivers.
- Develop and maintain sanitation and recycling collection schedules to ensure timely and efficient service.
- Implement and oversee daily operations, route planning, and equipment utilization.
- Monitor and manage division budget; prepare and review cost analyses, expenditure reports, and future projections.
- Ensure compliance with federal, state, and local regulations related to solid waste and recycling.
- Develop and implement policies, procedures, and safety standards to improve efficiency and maintain compliance.
- Coordinate solid waste and recycling services with other City departments, contractors, and external agencies.
- Respond to resident and business concerns, investigate service issues, and implement corrective actions.
- Prepare operational and performance reports for senior management and City Council as needed.
- Oversee training and professional development of staff, ensuring safe and effective work practices.
- Stay current on industry best practices, technology, and regulatory changes in solid waste and recycling.
- Perform other duties as assigned.



KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of solid waste collection, disposal, and recycling practices.
- Strong understanding of sanitation scheduling, budgeting, and cost-control methods.
- Ability to supervise, motivate, and evaluate staff effectively.
- Knowledge of state and federal environmental and safety regulations.
- Ability to analyze operational data and prepare clear and accurate reports.
- Excellent organizational, communication, and customer service skills.
- Proficiency in Microsoft Office and sanitation route management software (preferred).

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS:

- Use of both hands with the majority of fingers.
- Vision of 20/40 in at least one eye.
- Ability to hear, understand, and verbally communicate in English (corrective devices acceptable).
- Motor skills to operate equipment, climb, crawl, stoop, and perform physically demanding tasks.
- Ability to lift and carry up to 70 pounds.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in Public Administration, Environmental Services, Business Administration, or a related field preferred.
- Seven (7) years of progressively responsible experience in solid waste or public works operations, including at least Five (5) years in a supervisory or management role.
- Equivalent combination of education, training, and experience may be considered.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License required.
- Commercial Driver's License (CDL) required.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE