City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Solid Waste Superintendent</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>SWST</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU24</td>
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<td>Date Revised:</td>
<td>7/21/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for managing all phases of Solid Waste Division.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages City’s solid waste collection, recycling, municipal solid waste composting, special wastes and disposal programs.
- Prepares and manages budgets for the Division and authorization expenditures.
- Provides technical and professional direction for Division operations, including compliance with local, state and federal laws and regulations.
- Prepares rate studies, long-range plans, and assists in development of City policy on Solid Waste issues.
- Evaluates the cost of operations and overall system efficiency.
- Directs detailed writing of specifications, draft ordinances, and other technical documents; and advises policy makers on solid waste issues.
- Coordinates marketing of all recyclable productions and compost.
- Coordinates projects and programs with other City departments and divisions and other governmental agencies.
- Conducts public education programs and participates on a local, regional, state and national level in solid waste related training, policy development and other similar areas of concern.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree in Civil Engineering or related field, such as Environmental Engineering, and four (4) years progressively responsible experience in Solid Waste or similar operations; or any combination of education/experience deemed acceptable by hiring authority.

**Certificates, Licenses, Registrations:**

Must obtain and possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must obtain a Solid Waste Associate of North America (SWANA) Manager of Landfill Operations (MOLO) certified within two years of hire. Registered Professional Engineer desirable.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; explosives and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.