

## Contract Compliance/Solid Waste Coordinator/Solid Waste & Recycling Administrative Coordinator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

### **JOB SUMMARY**

Under the direction of the ~~City Manager~~Public Works Director or ~~his/her~~their Designee, the position performs highly responsible managerial and technical work in coordinating and managing all ~~work~~ contract compliance for Public Works ~~to include~~including; under the Solid Waste Removal Services Contract, resolving disputes, assuring consistency and quality of the Contractor's performance, scheduling and conducting Contractor performance evaluations and document findings, and reviewing and approving all invoices for work performed.

### **ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Monitor the general contract life-cycle to ensure contract reporting obligations are met, and all contracts have the applicable language for the type of service being provided.
- Annually review the Contract Routing System to ensure obligations are completed; recommend needed process improvements.
- Assist with the City product warranty program for Public Works; track all contract warranty provisions, including terms and return policies and procedures.
- Investigates and responds to citizen inquiries and complaints promptly, completely, and courteously.
- ~~Reviews all incoming mail and City/department correspondence and takes appropriate action.~~
- ~~Coordinates timely submission of all Commission Agenda Items for assigned department.~~
- ~~Coordinates meetings with program employees, City employees, and outside agencies.~~
- Monitors various budgets and reports any issues or shortfalls.
- ~~Purchases equipment and office supplies and keeps a log of all purchases, memberships, and renewals.~~
- Compiles data, analyzes information, and generates various administrative reports.
- Ensures accuracy of program reporting.
- ~~Provides day-to-day supervision and training of designated staff members; monitors and conducts assigned performance evaluations.~~
- Administers and maintains the department-specific software systems and modules.

- Serves as program liaison and project lead for system implementations, updates, and program issues.
- Provides technical and specialized administrative assistance in the support operations and functions.
- Researches problems, notifies stakeholders of discrepancies, and makes changes as needed.
- Tracks requisitions and referrals for reporting purposes; updates requisition status in the department tracking system and sends status notifications.
- ~~Trains, assists, and advises staff regarding processing requisitions. Performs related work as required.~~
- Handles special projects as assigned by the program manager relating to program functions and operations.
- Assists management staff with the implementation of new or modified systems, methods, or procedures; prepares detailed written procedures and new or revised forms.
- Prepares and maintains records for storage.
- ~~May develop~~ Develop and provide education programs on solid waste and recycling issues.
- Promotes waste minimization, environmental protection, and environmental health.
- Stays abreast of current developments in legislation and trends, which may affect the City and ~~for~~ division.
- Evaluates and makes appropriate recommendations on solid waste collection and disposal costs.
- Manages and performs contract administration and service contract compliance, agreements, intergovernmental coordination, fee management, and rate development. Inspects work for progress and for conformance to contractual and established standards.
- Participates in the planning, developing, administration, and control of contractual budget; ensures Public Works Director is apprised of periodic budget(s) status; tracks expenses.
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## QUALIFICATIONS

### Education and Experience:

Bachelor's Degree in Business Administration or equivalent. A minimum of in a related field and three (3) ~~to five (5)~~ years of work experience in one or more of the following: the analysis, planning, and development of programs, policies, operations, methods, and procedures; the evaluation of program and operation effectiveness; the development of revised administrative practices to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel and equipment, or to otherwise assist in the solution of administrative and management problems. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

### Knowledge, Skills, and Abilities:

#### Knowledge of:

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- ~~P~~Knowledge of the principles and practices of contract administration and management.
- ~~M~~Knowledge of the materials, tools, methods, practices, and equipment used as related to the contract.
- ~~Knowledge of o~~Occupational safety and rules.
- ~~Knowledge of c~~Computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, PowerPoint, etc.

#### Ability to:

- ~~Ability to r~~Read and interpret contracts, maps, documents, and specifications.
- ~~Ability to m~~Make accurate assessments and calculations in the preparation of program/project costs.
- ~~Ability to p~~Plan, schedule, and direct multiple programs/projects on an ongoing basis, often concurrently.
- ~~Ability to c~~Communicate in writing effectively and clearly using electronic correspondence, memos, letters, or other means of written correspondence.
- ~~Ability to e~~Establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- ~~Ability to c~~Correctly interpret and efficiently implement all applicable policies and procedures.
- ~~Must be able to safely and legally operate a motor vehicle.~~

#### SUPERVISION RECEIVED / EXERCISED:

- ~~Receives administrative direction from the Public Works Director or his/her~~their Designee.
- ~~No supervisory responsibilities.~~

#### PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, and pulling of objects and materials of light weight (~~up to 20 pounds~~). Tasks may involve extended periods at a keyboard or workstation and extended periods of standing and walking.

#### WORKING CONDITIONS

~~Tasks are generally performed inside in the office setting with occasional visits to the job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.~~

~~Primarily office or indoor environment, with occasional exposure to outdoor environments and/or exposure to environmental risks.~~

This position is considered essential for disaster recovery efforts.

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