

**Columbus Consolidated Government****Waste Disposal and Recycling Manager - G129**

<b>SALARY</b>	\$2,749.51 Biweekly \$71,487.33 Annually	<b>LOCATION</b>	Columbus, GA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	2025-00000034
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Pine Grove Landfill
<b>OPENING DATE</b>	01/29/2025	<b>CLOSING DATE</b>	1/29/2025 11:59 PM Eastern

---

**Major Duties and Responsibilities**

This position is responsible for directing the overall activities of both the Waste Disposal Division and Recycling Center.

- Manages all aspects of the city-wide Waste Disposal and Recycling Center operations.
- Establishes annual goals for waste reduction and recycling and consults with city employees in departments engaged in recycling programs.
- Works to encourage waste reduction through recycling and diversion.
- Interviews, hires, trains, assigns, schedules, supervise, evaluates, and disciplines personnel.
- Oversees the operations of all solid waste handling facilities.
- Oversees green waste composting program and future expansion to help meet diversion goals.
- Approves and oversees small and large projects associated with the operation of a solid waste landfill and recycling center.
- Inspects incoming loads for prohibited waste and approves incoming special handling loads for disposal.
- Inspects work for compliance with State Federal, and Local rules, regulations, and safety guidelines; conducts equipment and inventory inspections; checks vehicles for maintenance and repair needs.
- Approves purchases of supplies and replacement equipment; identifies and purchases new equipment.
- Approves daily and monthly reports; maintains division inventory of vehicles and equipment.

- Develops and monitors the Waste Disposal and Recycling center budgets.
- Enforces environmental regulations; completes regular inspections of facilities and submits all required reports.
- Attends training seminars and conferences.
- Performs other related duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of the principles, practices, and techniques utilized in the performance of waste disposal and recycling activities.
- Knowledge of current solid waste management methods and technologies, including waste reduction, recycling education, grant proposal, and economics of recycled material.
- Knowledge of federal and state regulations concerning the operation of a landfill.
- Knowledge of soil erosion and sedimentation and best management practices utilized to manage it.
- Knowledge of waste reduction and knowledge of the principles and practices of report preparation, filing, and records management.
- Skill in budgetary development and management.
- Knowledge of the principles and practices of public administration.
- Skill in developing and implementing policies and procedures.
- Skill in problem-solving and decision-making.
- Skill in management and supervision.
- Skill in operating standard office equipment including work-related computer applications.
- Skill in oral and written communication.
- Ability to work independently with minimal supervision.
- Ability to operate equipment necessary to perform essential job functions.
- Ability to operate a motor vehicle.

## **Minimum Educational and Training Requirements**

A Bachelor degree is required. Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with one to three years experience or service. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. Possession of or an ability to readily obtain State of Georgia certification as a "Certified Landfill Operator."

## **Physical Requirements**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects and climbs ladders.

- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 - operate motor vehicles/heavy equipment.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals, contagious or infectious diseases, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, or gloves.

## Benefits

**The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:**

- Low-cost Medical Insurance

- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

**Take advantage of these free and discounted City Services offered to all City Employees.**

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

### **Retirement Plan**

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public

Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

### **Supplemental Retirement Plan**

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

---

#### **Employer**

Columbus Consolidated Government

#### **Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901