Human Resources
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Solid Waste Manager

JOB CODE	JOB FAMILY	PROFILE
JCM330	**Business Services & Support**	**Solid Waste Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**April 2, 2026**

The Solid Waste Manager oversees the operations and administration of the Solid Waste Section in compliance with applicable laws, regulations, statutes, policies, and procedures. This includes curbside solid waste and recycling services, the graffiti removal program, and the East Mountain Transfer Station. The manager also serves as the emergency preparedness liaison for the Public Works Division.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages and supervises the Solid Waste Section, including contracts, planning, low-income assistance programs, recycling services, delinquent account collections, customer service, field research, code enforcement, and the development of analytical and narrative reports.
- Oversees and performs contract management duties for solid waste services, billing, and delinquent payment arrangements.
- Handles all aspects of staffing, including hiring, training, performance evaluation, timekeeping, corrective actions, and employee relations, in accordance with County policies and collective bargaining agreements.
- Ensures compliance with project schedules, contractor documentation, financial forecasting, and reporting requirements.
- Drafts, negotiates, and processes contract-related correspondence and submits for management review and approval.

- Prepares, coordinates, and monitors plans, performance standards, and budgets for curbside collection, transfer station operations, and graffiti removal programs.
- Assists in developing and managing the Public Works Division's Continuity of Operations Plan (COOP), including training and exercise cycles.
- Serves as liaison to the Public Works Emergency Preparedness Planning Committee and leads the COOP team to achieve program goals.
- Participates in emergency preparedness meetings and represents the Public Works Division on multi-agency committees.
- Coordinates graffiti-related information with law enforcement in compliance with all applicable regulations.
- Maintains confidentiality of sensitive records, documents, and decisions as required.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Planning, Business, Environmental Science or a related field.
- Six (6) years of work experience in solid waste, recycling, contract management, or environment science with.
- Two (2) of those years in a supervisory or management capacity.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Performs essential duties primarily indoors in a temperature-controlled environment.

- Works on an even, dry surface such as carpet or tile.
- Works independently with or without direct supervision; occasionally works as part of a team or group.
- Follows a flexible schedule, which may include evenings and weekends depending on training or operational needs.
- May be exposed to noise, vibration, dust, exhaust fumes, mists, and severe weather conditions.
- Operates vehicles and works around heavy equipment in the field, including on rough or uneven terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses telephone, calculator, computer, fax machine, and copy machine to perform essential duties.
- Handles various paperwork, reports, and office supplies as part of daily tasks.
- Operates a county vehicle to travel between job sites throughout Bernalillo County.