



City of Dallas

Assistant Director of Sanitation (Post-Collection Operations) **City of Dallas, TX**

THE ORGANIZATION

The City of Dallas has partnered with POLIHIRE and is seeking a highly experienced and strategic Assistant Director of Sanitation for Post-Collection Operations. This executive-level position will play a critical role in assisting and supporting the planning, direction, and provision of executive management services for the Department of Sanitation. The Assistant Director will oversee all operational activities at one of the largest municipally owned and operated Type I landfills in the United States, McCommas Bluff Landfill, and the City's three transfer stations.

The Department of Sanitation Services' mission is to operate a clean, green, and efficient integrated solid waste management system for the residents of Dallas while supporting the City's vision to achieve a sustainable future. The vision of the Department is to be a best-in-class and resilient integrated solid waste management agency, continually advancing progress toward Zero Waste, in alignment with the City's Comprehensive Environmental and Climate Action Plan.

The Assistant Director plays a pivotal role in ensuring safe, efficient, and environmentally compliant post-collection operations, while managing an experienced workforce and delivering exceptional service to more than 1,400 customers daily. This is an opportunity to lead high-impact operations that directly shape the environmental future of one of the nation's largest cities.

The salary range for this role is \$119,862 - \$179,793.

MCCOMMAS BLUFF LANDFILL OPERATIONS

- 1.7 million tons of waste processed annually
- 6,000 tons processed daily (1,300 from City operations, 4,700 from commercial/private sources)
- 2,000 total acres with 1,000 acres of permitted operational area
- 1,400+ customer transactions daily
- Type I Municipal Solid Waste Landfill designation
- Partnerships for on-site Advanced Materials Recovery Facility (MRF) and Landfill Gas-to-Energy Plant operations

LEADERSHIP SCOPE

- Executive oversight of 175 full-time city staff and approximately 50 contract staff

- Strategic partnerships with private sector contractors for MRF and renewable energy operations
- Multi-million dollar budget responsibility for capital improvements, fleet management, and operational expenses
- Environmental compliance leadership ensuring adherence to federal, state, and local regulations

KEY RESPONSIBILITIES

- Ensure the safe and effective operation of landfill and transfer station operations and personnel.
- Maintain transfer fleet and heavy equipment readiness.
- Develop and monitor budgets for capital improvements, landfill cell construction, fleet/heavy equipment requirements, and related projects.
- Liaise with various contracted service providers (MRF, LFG plant, brush grinding, compost operations, construction projects, etc.).
- Manage the division's engineering and environmental teams to maintain safe and environmentally compliant operations.
- Stay current with legislation and proposed environmental regulations impacting the City and department.
- Provide executive management of post-collection operations, including evaluating protocols, identifying workflow improvements, and analyzing management reports.
- Maintain strong knowledge of relevant federal, state, and local environmental and safety regulations impacting the solid waste industry.
- Administer, coordinate, oversee, and direct communications within the Post Collection Division, promoting transparency and cohesion.
- Facilitate staff meetings, provide quality control, and identify root causes of failures or problems to develop recommendations.
- Participate in the development, implementation, and execution of department operational and capital budgets.
- Provide coaching opportunities to staff, administer conflict resolution, and appraise performance plans.
- Create and draft extensive reports on operational effectiveness for external stakeholders, other departments, City Council, and City Management.
- Collaborate closely with the Assistant Director for Collection Operations to ensure effective and cohesive departmental operations.
- Assist in the execution of the emergency operations plan in an executive leadership capacity.

QUALIFICATIONS

- **Experience:** Minimum of 10 years' experience in solid waste management, or a related field, with six (6) years of increasingly responsible management/leadership experience.
- **Education:** Bachelor's degree in environmental science, public or business administration, or a related field.
 - *Equivalency:* A High school diploma or GED plus fourteen (14) years of experience, including six (6) years of increasingly responsible management/leadership experience, will meet the education and experience requirements.

- **Knowledge and Skills:**

- Thorough understanding of landfill operations, transfer station operations and logistics, and the solid waste industry, including the latest industry standards and environmental regulations.
- Knowledge of planning and coordinating large-scale post-collection operations (landfill, transfer station, heavy equipment maintenance, scale house operations, environmental/engineering groups).
- Familiarity with fleet and heavy equipment management and maintenance.
- Understanding of contract services, including negotiation and management of city contracts (MRF, LFG plant, etc.).
- Knowledge of federal, state, and local laws and regulations applicable to municipal solid waste management.
- Strong leadership, supervision, strategic planning, problem-solving, communication (verbal and written), and project management skills.
- Ability to work collaboratively, adapt to changing circumstances, and manage emergencies effectively.
- Proficient in analyzing operational data for informed decision-making and improvements.
- Strong budget management skills, including resource allocation.

TO APPLY

For immediate consideration, please submit a resume and cover letter highlighting your qualifications to SanitationAD@polihire.com.