

COUNTY SOLID WASTE COLLECTIONS MANAGER

Cherokee County, SC

**Location**

541 Concord Road
Gaffney, SC 29341

Job Type

Full Time
7:00 AM – 4:30 PM
Monday – Friday

Hours Vary**Department**

PUBLIC WORKS – SOLID WASTE

FLSA

EXEMPT

Job Summary

This is a full-time management position responsible for planning, directing, and supervising all solid waste collection operations for Cherokee County. The Solid Waste Collections Manager oversees residential waste collection services, personnel, equipment, routes, safety programs, and customer service activities to ensure efficient, compliant, and cost-effective service delivery.

The position reports to the Public Works Director and works closely with County Administration, other Public Works divisions, vendors, and the public. Responsibilities include daily operational management, employee supervision, budget monitoring, route optimization, equipment maintenance coordination, regulatory compliance, and response to citizen concerns.

This position requires strong leadership, operational expertise, and the ability to manage a workforce in a safety-sensitive environment while maintaining high service standards for the citizens of Cherokee County.

Essential Functions

Essential Functions	% of Time
• Operations & Service Delivery ➤ Plans, organizes, and directs all solid waste collection operations. ➤ Develops and manages collection routes and schedules to maximize efficiency, productivity, and service coverage through internal software as well as external route management software. ➤ Ensures proper handling, transport, and disposal of solid waste in accordance with County policies and applicable regulations. ➤ Coordinates daily operations to address service disruptions, weather-related impacts, equipment issues, and staffing needs.	30%
• Personnel Management & Safety ➤ Supervises solid waste collections staff, including hiring, training, scheduling, performance evaluation, and discipline. ➤ Ensures compliance with safety policies, OSHA standards, and County safety programs; conducts safety meetings and training as required. ➤ Promotes a culture of safety, accountability, and professionalism within the division. ➤ Maintains accurate personnel and operational records, including attendance, incident reports, and training documentation.	25%
• Equipment, Fleet & Facilities Oversight ➤ Oversees the operation and proper use of solid waste collection vehicles, equipment, and related facilities. ➤ Coordinates with fleet and vehicle maintenance staff to schedule preventive maintenance and repairs to minimize downtime. ➤ Assists with equipment specifications, purchasing recommendations, and lifecycle planning for solid waste assets. ➤ Ensures facilities and equipment are maintained in a safe, clean, and operational condition.	20%
• Budgeting, Compliance & Administration ➤ Assists with preparation and monitoring of the Solid Waste Collections budget; tracks expenditures and operational costs. ➤ Ensures compliance with federal, state, and local laws, regulations, permits, and reporting requirements related to solid waste operations. ➤ Assists with contract administration, bid specifications, and vendor coordination as required. ➤ Prepares reports, data, and operational summaries for the Public Works Director and County Administration.	15%

• Customer Service & Public Relations ➤ Responds to citizen inquiries, complaints, and service requests related to solid waste collection in a timely and professional manner. ➤ Coordinates with the Public Works Coordinator and Administration to resolve service issues and communicate changes in service. ➤ Represents the Solid Waste Collections Division in meetings, site visits, and public interactions as assigned.	5%
• Other Misc Duties as Assigned: ➤ Assist Public Works Director with special projects as assigned. ➤ Attend trainings and meetings as necessary. ➤ Assist in after-hours emergency situations as required.	5%

Qualifications

Job Requirements
• Must have Associate's Degree in Business or a related field and 5 years of experience in a management role or a combination of the two with equivalent experience. • Must have customer service attitude. • Must have ability to utilize Microsoft Software such as Word and Excel and ability to perform accurate reporting. • Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina • Must be able to successfully pass a drug screen

Performance Requirements
• Knowledge of solid waste collection operations, equipment, routing, and safety practices. • Knowledge of applicable federal, state, and local regulations governing solid waste operations. • Ability to plan, organize, and supervise work crews and daily operations. • Ability to communicate effectively with employees, supervisors, contractors, and the general public. • Ability to prepare reports, maintain records, and use technology related to operations and scheduling. • Ability to respond effectively to emergencies, service interruptions, and time-sensitive issues.

Other Information

Working Conditions

Primary Work Location: Cherokee County Public Works
541 Concord Road Gaffney, SC 29341

Physical Demands:

Must be able to frequently stoop, bend, stretch, twist, reach, kneel, squat and balance. Some work is performed indoors with exposure to fumes or airborne particles. Some work is performed outside where employee is subject to changing weather conditions. The working conditions are typically moderately quiet other than when operating equipment or tools. There is exposure to loud noise and vibration due to equipment. Ability to frequently lift boxes, equipment and supplies weighing up to 50+ pounds. There are some group trainings and/or meetings, mostly indoor.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.