

## **SOLID WASTE SUPERVISOR**

### **DEFINITION**

Under general supervision, to direct, oversee, and supervise, the operations, activities, and personnel involved in equipment operation, recycling functions, and maintenance activities at County Solid Waste facilities; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a full supervisory level in the Solid Waste Equipment Operator/Supervisor class series. The incumbent is responsible for supervising staff and planning and scheduling operations for the County's Solid Waste facilities. In addition, the incumbent oversees and supervises equipment operation and maintenance activities at the County's Solid Waste sites.

### **REPORTS TO**

Solid Waste Superintendent

### **CLASSIFICATIONS SUPERVISED**

Solid Waste Equipment Operator, Solid Waste Gate Attendant, and Solid Waste Maintenance Attendant.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)**

Plans, organizes, and supervises operations, staff, and maintenance at County Landfill facilities; supervises, trains and evaluate the work of assigned staff; provides safety training to staff; performs transfer site inspections; deals with customer complaints regarding Landfill operations and services; participates in the development and administration of the County Recycling Program; develops and administers landfill and transfer station contracts; directs the development and develops required reports and records; maintains current awareness legislation and issues which effect hazardous materials and hazardous waste disposal; oversees equipment operation and maintenance functions at the County's Solid Waste sites and transfer stations; operates various collection vehicles and heavy equipment as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; perform sustained physical work; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; use hand tools and power equipment.

## **TYPICAL WORKING CONDITIONS**

Work is performed in a building and outdoor environment; work is performed in varying temperatures; exposure to grease, solvents, chemicals, and pesticides; continuous contact with other staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

Basic knowledge of laws, rules, regulations, and policies affecting solid waste operations and facility development.

Principles and practices of solid waste management control.

Operation and maintenance of a solid waste sites and transfer facilities.

Operation and maintenance requirements of collection/transfer vehicles and heavy equipment, including state and federal inspections programs.

Safety work practices and regulations,

Computers and software used in solid waste management and administrative work.

Principles of staff supervision, employee training, and work evaluation.

### **Ability to:**

Plan, organize, supervise, and coordinate County Landfill site operation, equipment operations, and maintenance functions.

Provide supervision, training, and work evaluation for assigned staff.

Assist with studies and project development for Landfill facilities operations, maintenance, and site improvement.

Read and interpret laws, ordinances, regulations, and guidelines related to solid waste services and facility operations and maintenance.

Operate a computer and use appropriate software in the performance of solid waste administrative work.

Effectively represent the Public Works Department and the Solid Waste Program in responding to inquires, providing assistance, and dealing with public.

Establish and maintain cooperative working relationships.

### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of increasingly responsible work experience in solid waste equipment operation, site maintenance, and site operations. Previous lead/supervisory experience is highly desirable.

## **DESIRABLE QUALIFICATIONS** (continued)

### **Special Requirements:**

Possession of, or ability to obtain, a valid, current, and appropriate class of California Driver=s License required to perform the majority of regular job assignments.

Some job assignments may require a special Class of California Driver's license and endorsements.

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