



SOLID WASTE SUPERVISOR

AGENCY/DEPARTMENT:
Public Works/Solid Waste

Approved By HR Director: *Linda Muller*
Date Approved: *11/13/07*
Date of Last Revision: 10/27/2005

Reports to: Solid Waste Manager
Supervises: Solid Waste Collector; Sr Solid Waste Collector

JOB SUMMARY: Under general supervision, organizes and communicates daily work and equipment assignments; prepares reports; provides customer service; trains and evaluates employees; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its role as direct field supervisor over Solid Waste Collectors and Senior Solid Waste Collectors. It is distinguished from the Solid Waste Manager class by the latter's responsibility for oversight of general operations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
2. Inspects collection routes and observes collection personnel for adherence to proper procedures and practices.
3. Provides routine, day-to-day organization of crews involved in solid waste collection, resource recovery, and bin maintenance; conducts waste audits.
4. Reviews and adjusts daily personnel and equipment assignments; reviews and corrects employee time sheets.
5. Reviews and files vehicle logs; records daily time and mileage for refuse vehicle trip sheets; completes monthly mileage report.
6. Assists in the resolution of customer service inquiries and service requests.
7. Collects, repairs, and delivers automated containers.
8. Audits residences upon request to verify number of containers and record.
9. Participates in hydraulic oil and trash spill clean ups and other emergencies.
10. Investigates vehicle accidents.
11. Assists in conducting safety meetings.
12. Distributes refuse information brochures to public.
13. Prepares orders for materials and supplies; assists in the preparation of plans and specifications and administration of contracts.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Three years in solid waste operations.

KNOWLEDGE OF:

- Current solid waste collection trends and practices.
- Basic accounting principles, rate calculations, and work assignments scheduling.
- Principals and practices of supervision, training, and performance evaluation.
- Occupational hazards and safety regulations set by federal, state, county, and local agencies.
- Applicable federal, state, and local laws, codes, and regulations governing integrated waste operations and related environmental compliance.
- Customer service.

ABILITY TO:

- Operate equipment used in solid waste collection and operations.
- Plan and coordinate work assignments.
- Provide technical direction and oversee the work of others.
- Evaluate employee performance and make appropriate disciplinary recommendations.
- Plan and conduct safety training program.
- Read and understand specifications and contracts.
- Prepare and maintain accurate and complete records and reports.
- Operate computer using relevant word processing, spreadsheet, database, and other software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Obtain a valid Class B CA driver license within six months of appointment.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- Ability to work extended hours as required.

DESIRABLE:

- Solid waste management or supervisory certificate.
- Lead or supervisory experience.
- Knowledge of the City's street system and surrounding geography.

FLSA Exemption Status: Non-Exempt

Employee Unit: # 5, Technical/Professional Services

DOT Program Participant:

Job Family: Solid Waste

Class Progression:

- Solid Waste Maintenance Worker
- Solid Waste Collector
- Solid Waste Service Representative
- Senior Solid Waste Collector
- Solid Waste Supervisor
- Solid Waste Manager
- Solid Waste Specialist

Prior Title: