



Title: Solid Waste Superintendent

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Solid Waste Manager.
Exercises direct supervision over full and part-time staff.

MINIMUM QUALIFICATIONS

- **Education:** Associate's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, complex systems, equipment and workflow systems and procedures.
- An equivalent combination of related experience and education may be considered.
- **Licenses/Certifications/Special Requirements:**
 - Solid Waste Management Systems Certification within 1 year of hire.
 - ADEQ- Hazardous Waste Operations and Emergency Response Certification within 6 months of hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in municipal or government setting.
- Experience in operational budgeting.
- Experience in project management.
- Previous supervisory experience.
- Significant experience in solid waste collection, routing, education and enforcement.



City of Peoria

HUMAN RESOURCES

JOB SUMMARY

The purpose of this position is to support the mission of the Solid Waste Division through supervision of operational and outreach programs and projects. This position provides technical expertise through input and oversight in all phases of program and project delivery, including planning and budgeting. Develops and implements best-in-practice programs for manager and supervises assigned functions and safety operations of the Solid Waste Division. Schedules and assigns tasks, manages expenditures, works with businesses, residents, contractors and vendors, monitors resources, project management schedules and construction projects; interprets data and documents, researches trends, and develops goals and procedures, consults with internal and external departments and agencies, addresses safety concerns, and ensures city and department goals, policies and objectives are followed. Supports manager with training, supervising and evaluating staff. Supervises workflow processes to measure performance and efficiency outcomes. Assists with complex problem situations, coordinates programs, oversees education and outreach programs, resolves customer service issues, recommends projects, coordinates purchasing activities, maintains records, prepares and delivers presentations. Creates and oversees all residential and commercial routing processes. Often leads special projects and assists with other duties as assigned.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Provides supervision by planning and implementing education and outreach. Leads campaign to reduce recycling contamination throughout the City. Identifies, studies, and recommends solutions relating to service delivery, improved operating efficiencies/techniques, and resource allocations. Ensures residents and businesses are adhering to Solid Waste Code. Oversees Household Hazardous Waste collection events. Communicates highly sensitive issues to manager.
2	Develops standard operating procedures for sustainable maintenance practices, asset inventories, preventative maintenance programs, environmental best practices, and other related programs or services. Oversees container management through managing the contract, and delivery and repair of residential and commercial containers. Provides inspectors with necessary tools, equipment, and supplies to carry out operational goals. Supervises internal and external communications. Supports community events, outreach, HOAs, and internal partnerships. Works with Materials Management to select and monitor contracts.



City of Peoria

HUMAN RESOURCES

3	Project management. Makes scope decisions. Creates and maintains all residential and commercial routing processes. Uses ArcGIS and works with Solid Waste Supervisors to update residential route maps and commercial route sheets. Conducts route selection processes.
4	Monitors AVL and GPS software. Oversees the selection and installation of equipment hardware and software. Monitors driver productivity using various technical and non-technical tools.
5	Assists with oversight and management of developing Division Safety Program, coordinates and assists sections with assessing the operations for compliance with City, OSHA, ADEQ, and other Federal or State regulations and assures proper record keeping, procedures, and policies are adhered to and in compliance.
6	Prepares preliminary budget requests and Solid Waste line item accounts; researches, procures, and inventories equipment, supplies, and materials for maintenance operation; maintains various environmental and operational records; prepares various financial and expenditure usage reports; keeps accurate and concise operations and financial records.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



City of Peoria
HUMAN RESOURCES

Work Environment for this position is indicated below with “X”

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards, noise, and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations.	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, laptop, related advanced software, telephone, calculator, vehicle, copier, fax machine.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety vest.