



## **Title: Solid Waste Supervisor**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Solid Waste Manager.

Exercises direct supervision professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree of equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid CDL B AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Commercial Driver License A is preferred.
- Hazardous Waste Handling Certification.

### **JOB SUMMARY**

The purpose of this position is to supervise and direct solid waste employees, activities, and programs as well as the recycling program. Supervises employees, develops policies, procedures, and standards of operation; investigates and responds to complaints regarding solid waste collection; inspects equipment and facilities to ensure proper maintenance; supervises a citywide solid waste program; completes written and oral progress reports; assists with preparation of divisional budget requests and recommendations; establishes and keeps detailed and accurate records that reflect the effectiveness of work performed; assigns and reviews investigations and reports of industrial and equipment accidents; works with the Fleet Services Division to ensure repair, maintenance and procurement of equipment; obtains facts, analyzes evidence and makes recommendations or takes actions to correct problems; integrates new programs into existing operations; prioritizes projects above day-to-day operations; develops specifications for various types of solid waste equipment; supervises the ordering of materials and services needed to properly carry on the functions of the division; prioritizes workload for prompt completion of emergency and unscheduled work requests; carries out contracts, leases, and intergovernmental agreements related to solid waste hauling and disposal; continuously looks for ways to improve operations, decrease turnaround times, streamline work processes; works cooperatively and jointly to provide quality customer service.



### **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.

<b>#</b>	<b>Essential Functions</b>
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Develops policies, procedures, and standards for operation. Organizes and serves on safety committee; monitors, evaluates, and recommends policy improvements; monitors compliance; develops training programs.
3	Compiles data for reports on the collection of solid waste material. Manages contracts and vendors; ensures regulatory compliance; monitors assigned budgets and assists with annual budget preparations.
4	Investigates and responds to complaints regarding solid waste collection. Assists customers on the phone and in person; writes reports; researches policies and procedures; investigates incidents to include household hazardous waste issues and improper residential and commercial handling and disposal; ensures responses are handled in a timely manner.
5	Inspects equipment and facilities to ensure proper maintenance. Measure costs associated with existing and proposed equipment. Participates in weekly equipment meetings; develops standards and specifications; reviews fleet reports; trains personnel in the safe and proper operation of equipment.
6	Other duties as assigned. Meets with vendors on new equipment and products; participates in field-testing equipment to provide operation and technical input; interviews and provides recommendations for selection.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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.

<b>Work Environment for this position is indicated below with “X”</b> 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	X	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 and 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. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone and cell phone, radio, pick up and barrel trucks, solid waste side loaders, brooms, shovels, absorbent, hammers, pliers, wrenches, camera.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective eyewear, safety footwear, hearing, masks.