

SOLID WASTE OPERATIONS SUPERVISOR

General Statement of Duties

Performs supervisory work to oversee the day-to-day activities of the solid waste operations of the public services department.

Distinguishing Features of the Class

An employee in this class has primary responsibilities to supervise the daily operations of the commercial and residential divisions of the town's solid waste operations. Work includes planning and assigning crews to routes and collection methods and ensuring the proper utilization of manpower and equipment. Work also includes selling of dumpsters to business customers for recycling. Initiative and independent judgment are exercised within the scope of standard operational procedures. Work is performed under the regular supervision of the Solid Waste Superintendent and is checked through reports of work performed and compliance reports.

Illustrative Examples of Work

Determines work priorities; hires, assigns, trains, and supervises all solid waste crews; assigns vehicles and equipment to work crews.

Investigates complaints; responds to inquiries from commercial and residential customers regarding policies and practices; educates citizens regarding code violations.

Monitors work crews in the field for thoroughness of route, proper usage of safety equipment and procedures, and completion of daily tasks

Reviews site plans for new customers, including small business, commercial and residential development.

Assist in planning and preparing for various special town-sponsored events.

Participates in the budget process; assists with equipment specifications and cost estimates; makes recommendations for manpower and equipment additions; contacts vendors for prices.

Sells services to business and commercial customers, including recycling, refuse, and yard waste; arranges for dumpsters to be delivered to customers.

Conducts safety meetings for work crews; assigns and inspects safety equipment used by the division; files accident reports.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the equipment, methods, materials and operating practices used in the collection of solid waste and environmental improvement.

Work requires considerable knowledge of the occupational hazards and related safety precautions surrounding the transportation and disposal of solid waste and recycling.

Work requires considerable knowledge of the town's sanitation operations and procedures.

Employee must have the ability to plan and lay out the work of a number of crews.

Employee must have the ability to analyze work operations and recommend improvements.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to maintain effective working relationships with employees, other administrative personnel and the public.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, Fleet fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, read extensively, and visually inspect small defects or parts, operation or inspection of machines.

The worker is subject to both inside and outside environmental conditions, extreme cold and heat, noise, and hazards such as proximity to moving mechanical parts, electrical current, exposure to high heat, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

The worker is subject to air and/or skin exposure to oils and other cutting fluids.

The worker frequently is in close quarters and other areas which could cause claustrophobia.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

High school diploma or equivalent and some experience in solid waste collection and disposal, including supervisory experience.

Special Requirements

North Carolina Class B commercial driver's license with clearance and without restriction in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to immediately perform FMCSA Safety Sensitive duties as a DOT regulated Driver under 49 CFR parts 382 & 391.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2021