

## **SOLID WASTE SUPERINTENDENT**

### **General Statement of Duties**

Performs supervisory and administrative work to oversee the solid waste division of the public services department.

### **Distinguishing Features of the Class**

An employee in this class has primary responsibilities to manage, supervise and direct the activities of the solid waste division including residential and commercial refuse collection and transportation. Work also includes monitoring program compliance with appropriate laws, ordinances and regulations. Initiative and independent judgment are exercised within the scope of standard operational procedures. Work is performed under the general supervision of the Public Services Director and is checked through reports of work units performed and expenditures.

### **Illustrative Examples of Work**

Schedules and oversees solid waste collection, including commercial, recycling, yard waste, white goods, and leaves; oversees landfill disposal.

Evaluates solid waste services and methods; makes recommendations for improvements; implements recommendations.

Monitors web site and approves updates.

Oversees special events related to solid waste and recycling; monitors recycling markets and revenue generation.

Develops grants and assists in preparing grant applications; monitors grants

Directs, assigns, and evaluates the work of department supervisors.

Authorizes payment of department expenses; prepares requisitions and purchase orders; prepares equipment specifications; conducts formal bids; solicits price quotes for equipment; negotiates disposal contracts; develops and monitors department budget.

Participates in public education forums and conferences; responds to customer complaints and, service requests.

Assists crews with disputes of collection issues, ordinance violations and determinations.

Establishes and enforces safety procedures and practices; ensures compliance.

Prepares and submits requested reports.

### **Knowledge, Skills, and Abilities**

Work requires comprehensive knowledge of local, state, and federal laws and regulations pertaining to solid waste disposal and recycling.

Work requires comprehensive 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 management, supervisory and budgeting principles and methods.

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 light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount 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 and noise.

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

### **Desirable Education and Experience**

Bachelor's degree in business administration, environmental science or a related field, and considerable experience in solid waste activities and management.

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**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