

## **SOLID WASTE/LANDFILL/TRANSFER STATION SUPERVISOR**

### DEFINITION

The Public Works Solid Waste/Landfill/Transfer Station Supervisor is responsible for the daily operations of the Landfill/Transfer Station and the supervision of all staff assigned. This is a working supervisory position which ensures adherence to all accident prevention programs and leads operations to ensure compliance with all safety, environmental, operating, regulatory, accounting, ethics and other standards.

### DISTINGUISHING CHARACTERISTICS

Incumbents of this supervisory class have full responsibility to direct the operations at the Landfill/Transfer Station.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Deputy Director of Public Works or Director of Public Works; exercises direct supervision over all assigned staff.

### EXAMPLES OF DUTIES – Duties may include, but are no limited to, the following:

Responsible for the effective supervision and administration of the Landfill/Transfer Station to include providing input into budget preparation and monitoring expenditures.

Manages projects as directed by the Director of Public Works Agency.

Advises staff on difficult issues and makes decisions on exceptional situations to manage and implement appropriate services and assistance.

Evaluates resource needs and manages the effective deployment of resources and quality assurance programs; responds to citizen inquires and complaints.

Participates in sessions with management teams to provide input into the development and implementation of policies; assists with strategic planning, research and special projects.

Participates in staff selection; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures. Schedules work hours of all assigned employees.

Remains abreast of current local, state and federal policy initiatives, best practices, legislative, regulatory, and policy developments that affect solid waste operations.

Establish and maintain a high level of professionalism in the area of facility management, facility compliance, safety and OSHA regulations.

Monitors Landfill/Transfer Stations' work processes, procedures, expenses, and establishes programs which drive team performance toward departmental and organizational goals.

Operates heavy equipment in compliance with safety standards.

Ensures the worksite is maintained and provides recommendations for maintain and improving environmental performance.

Ensure incoming and outgoing transportation is controlled to comply with safety, environmental, and other regulatory requirements.

Ensures smooth and efficient operation of Transfer Station, including: sorting, loading and traffic control.

Reviews and evaluates work to ensure quality, timely completion and implements quality control in adherence to policies and procedures.

Increasing efficiency in material handling, reducing operational coasts and taking steps to minimize off-site impact.

Inspect work areas and incoming loads to ensure full compliance with facility and material acceptance standards.

Communicates and interacts effectively with employees, supervisors, vendors and customers.

Develops and interprets organizational goals, policies and procedures, and reviews and updates project plan as appropriate.

Maintains a clean, safe work environment in compliance with OSHA/Corporate Standards.

Manages gate activities and collection of fees.

Operates the Landfill/Transfer Station equipment.

### QUALIFICATIONS

#### Knowledge of:

Pertinent federal, state and local laws, codes and regulations pertaining to solid waste and the Transfer Station.

Basic budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Basic arithmetic.

Principles and procedures of record-keeping and reporting.

Safe work practices.

Knowledge of operations and equipment maintenance.

Ability to:

Understand, interpret and apply pertinent waste industry laws, codes and regulations.

Supervise, train and evaluate the performance of assigned staff.

Coordinate the operations of Transfer Station.

Ensure work crews' adherence to established safe work rules and practices.

Maintain records and prepare reports.

Assist with budget preparation and monitoring.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in solid waste disposal operations, including one year of supervisory or lead responsibility.

Training:

High school diploma or GED equivalent supplemented by specialized training in construction or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California Class A driver's license.

**PHYSICAL DEMANDS:**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and constructions equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials, up to 50 pounds, as and objects necessary to perform job functions.

**WORKING CONDITIONS:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays and participate in after-hours emergency response and on-call and callback assignments.