

SOLID WASTE SUPERVISOR

MAJOR FUNCTION

This is a professional position responsible for upper management level work in solid waste operations. Work involves responsibility for a variety of assigned projects and functional areas.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- May be required to act in the absence of the Assistant Solid Waste Director.
- Supervises and manage the site operations and personnel of a County Class I sanitary landfill and transfer station in accordance with established policies, procedures and regulatory requirements.
- Technical and administrative duties ensuring the Solid Waste Departments compliance with Federal, State and local environmental regulations.
- Considerable knowledge of the effective methods of handling and disposing of Solid Waste, including economical and efficient methods of using equipment.
- Plans, develops, organizes, implements and directs preparation of administrative reports and special projects as assigned.
- Prepare and monitor division budget including assessing future personnel needs, operational and maintenance costs, and capital projects.
- Prepare performance, budget and cost reports to evaluate and improve effectiveness, efficiency, resource usage, document worker hours.
- Supervise and manage eighteen (18) recycling centers, two (2) garbage collection areas, twenty seven (27) fleet of vehicles, collecting refuse and heavy equipment (21), coordinating maintenance, repairs and replacement.
- Monitors Sharps program at eighteen (18) recycling centers, receiving, inspection, care and handling used sharps (needles).
- Monitor landfill gas and leachate system to ensure compliance with Title V permitting.
- Coordinate with other County departments for special activities such as debris and litter pick up.
- Develops procedures for implementing changes in organization and administrative

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systems. Supervises installation of such plans.

- Attends advisory board meeting pertinent to Solid Waste improvements and building construction projects, remodeling of recycling center.
- Monitor Federal, State, and local legislation dealing with Solid Waste and related issues, Household Hazardous Waste.
- Implement emergency plans dealing with weather related problems (hurricanes, tornadoes, and power outages).
- Coordinate responses to incidents at all Solid Waste facilities, loads contaminated with hazardous materials, biomedical waste or other regulated waste.
- Inspect and adjust work methods as necessary. Makes procedural and operational recommendation to the Assistant Solid Waste Director.
- Assists in preparing request for proposal and bid specification for contractor and managing consultants concerning Solid Waste facilities, open and closed landfills.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Directly and regularly supervises a relatively large number of employees, with no indirect supervision of other employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High school diploma or GED; with four years progressively responsible and knowledgeable experience in sanitary landfill operations; or equivalent combination of education and

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experience.

Licenses

Valid Florida Drivers License.

Certifications

Solid Waste Sanitary Landfill Operators Certificate, Transfer Station Operators Certificate.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accountings systems, or complex scientific or technical systems.

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Specialized Skills and Abilities

- Knowledge of the principles and practices of solid waste operations, specifically in the areas of transportation, disposal, and project management.
- Thorough knowledge of all types of equipment and capabilities, as well as the maintenance requirements of the equipment utilized in solid waste disposal operations.
- Considerable knowledge of modern principles and practices of administration and organization, including budget, personnel techniques, and management.
- Knowledge of general engineering and surveying.
- Ability to read and interpret blue prints, schematic drawings and topographical maps.
- Ability to supervise and coordinate various work sections to accomplish common goals.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machinery and Equipment

This employee will be required to operate a computer, calculator, telephone, two-way radio, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, taste or smell, and to lift up to 50 pounds; push or pull 50 pounds, regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, high precarious places, toxic or caustic chemical, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to outdoor weather conditions. The typical noise level for this

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environment is loud.

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Category: 1

Status: E

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