

## **SENIOR SOLID WASTE AND RECYCLING CREW SUPERVISOR**

### **DEFINITION**

The occupant of this management classification is in the classified service. Under general direction this classification is responsible for the coordination and supervision of the day to day operations of the City's solid and hazardous waste operations. The incumbent of this position routinely plans, coordinates, supervises and evaluates the work of subordinates.

### **SUPERVISION RECEIVED AND EXERCISED**

The position assigned to this classification reports to the Assistant Environmental Programs and Operations Manager. Responsibilities include supervision of supervisory, technical and clerical personnel as well as contract crews.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, organizes and supervises the city's solid and hazardous waste and recycling day-to-day operations.
2. Oversee and supervise activities related to compliance with federal, state and local laws and regulations regarding hazardous/toxic materials, municipal solid waste and storm water protection.
3. Assures that first line supervisors develop effective work schedules for collection and transfer station operations and control systems.
4. Supervises subordinate staff, including instructing, assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations.
5. Coordinates work activities through the allocation of adequate personnel staffing
6. Maintains a competent and motivated work force by training, developing, and evaluating personnel.
7. Coordinates activities and operations with other department personnel as needed; establish effective working relationships with City personnel and other agencies.
8. Makes effective verbal presentations and written reports and recommendations to the City Council, boards and commissions and staff, as directed. Develops and presents ideas and issues in a convincing verbal and written manner.
9. Evaluates and makes proper recommendations on solid and hazardous waste and recycling collection methods.

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Revised February 2016  
Revised April 2015  
Revised July 2008  
September 2004

10. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem. Takes appropriate measures to ensure a safe operating environment.
11. Monitors and reports injuries that are sustained during the course and scope of employment. Takes appropriate action to mitigate similar injuries including training as needed.
12. Stays abreast of current developments in legislation and the solid waste industry, which may affect the refuse and recycling operations.
13. Assists the Assistant Environmental Programs and Operations Manager in preparing, organizing and coordinating the division budget.
14. Keeps the Assistant Environmental Programs and Operations Manager informed of problems and issues within the division.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- Principles of solid waste collection operations and business practices related to equipment operation, customer service, and solid waste laws, ordinances and codes at the local, state, and federal level.
- Methods of waste management, reduction and recycling.
- Federal and state laws and regulations governing solid and hazardous waste management, and storm water protection.
- Methods used in supervising, training, and evaluating personnel.
- Budget administration.
- Safety regulations as required by OSHA and other regulatory agencies.
- Functions, characteristics, and proper care of tools, equipment, and materials used in collection of refuse.

### **Skill and Ability to:**

- Develop, implement and evaluate division policy and programs to improve operations.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Plan and coordinate the activities of outside contractors.
- Interpret and apply Memoranda of Understanding, City ordinances and policies affecting departmental operations and personnel matters.
- Establish and maintain effective working relationships with the City Council, public officials and other department heads, staff, private community organizations, and others encountered in the course of work.
- Present proposals and recommendations effectively in public meetings.
- Develop clear, concise, and comprehensive studies and reports.
- Prepare and monitor a facilities maintenance program.
- Investigate and respond to complaints in a tactful, courteous, and effective manner.
- Operate a computer and other office equipment.

## **LICENSE AND CERTIFICATES**

Possession of a valid California Class C driver's license. Must possess a certification by an accredited institution of successful completion of a professional training course covering one of the following: solid waste management and operations, refuse collection, refuse transfer station operations, or industrial supervision.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from an accredited college or university with a Bachelor's Degree in environmental science, business, public administration, or a related field. Must possess five (5) years of increasingly responsible experience in solid waste operations. Two (2) years of experience in a supervisory or lead worker capacity is desirable. Additional experience may be considered in-lieu of education on a year-to-year basis

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to work evenings and/or weekends.
- May be required to work around foul odors and hazardous materials.
- May be required to work around loud noise and moving mechanical parts.