

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Solid Waste Supervisor

**Department:** Environmental/Public Works

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** E605

#### JOB SUMMARY

The purpose of this classification is to supervise personnel engaged in the collection of residential or commercial waste as well as oversee the daily and overall process of residential or commercial waste collection. Work is performed in the Solid Waste Division of the Environmental/Public Works department under the general supervision of the Solid Waste Manager.

#### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Position will be assigned to either Residential or Commercial waste collections but must maintain a thorough, current knowledge of both types of collections. Positions serve as alternates to one another and are interchangeable. These positions also serve as alternates for the Solid Waste Manager and other positions in the Division, as required.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Interprets, explains, and ensures departmental compliance with all applicable methods, regulations, policies and procedures; ensures adherence to established safety procedures.
- Supervises the maintenance of trucks and equipment for safety and efficiency and ensures equipment and trucks are clean and sanitary. Ensures daily safety pre-trip inspections are performed on all vehicles. Maintains a comprehensive record of inspections performed throughout the year.

- Establishes routes for drivers and trucks using Key Performance Indicators (KPI's) from the current Solid Waste Work Order/Routing system; researches maps for new shopping centers, subdivisions, streets and business locations; develops new routes for residential and commercial waste removal.
- Manages operations for the Transfer Station; maintains the building; monitors accuracy of scale; liaisons with vendors to schedule repairs; and keeps the grounds up to standards.
- Assists the Solid Waste Manager in maintaining the budget for the Division related to personnel assigned to Residential and Commercial Collection routes. Assists in limiting overtime assignments for personnel in an effort to ensure fair, equitable assignments for all personnel.
- Maintains a comprehensive set of records/data related to all activities in the Solid Waste Division related to Residential and Commercial waste account locations, routes and scheduling, utilizing various spreadsheets and computer programs to provide this information in a logical manner
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Monitors inventory levels of supplies, including uniforms; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Drives garbage truck to remove residential and commercial waste; operates garbage packer to process waste; and operates blade on garbage truck on an as-needed basis.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a High school diploma or GED; three (3) years of experience in sanitation, motor transport and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsements, with a satisfactory motor vehicle record (MVR).

### **Special Requirements:**

- None

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

- Knowledge of City, county, state and federal streets, roads and highways.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, machinery, and traffic hazards.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*