

CITY OF HELENA



Position Title: Solid Waste and Recycling Operations Supervisor

Department: PW/Solid Waste

Position #: 14105

Grade: 147

EEO Category: (08) Service Maintenance

FLSA: Exempt

EEO Function: (13) Sanitation & Sewage

Work Comp Code: 9410

DEFINITION

Under direction, to supervise, assign, review, and participate in the work of staff responsible for residential, commercial, recycling, tramp truck solid waste collection, transfer station operation and waste reduction program services and activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Supervised by Solid Waste Superintendent.

SUPERVISION EXERCISED

Exercises direct supervision over all solid waste employees, recycling employee(s) as well as directs solid waste mechanic on maintenance and repair schedules.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing residential, commercial, recycling and tramp truck solid waste collection, transfer station operation, and waste reduction program services and activities; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff responsible for residential, commercial, recycling and tramp truck solid waste collection, transfer station operation, and waste reduction program services and activities; coordinate the scheduling and mapping of commercial and residential routes and extra bin services; recommend service routes; monitor route size and staff assignment; prepares special haul estimates.

Ability to work with the Department of Environmental Quality (DEQ) on solid waste regulations and restrictions.

Recommend proper container size to contractors according to waste volume. Specify solid waste container cage sizes, design and accessibility for new construction projects within the City of Helena.

Handle citizen complaints, customer complaints, and intra-city activities. Work with other city departments on a daily basis using excellent customer service skills. Ability to mutually agree with customers while abiding by City of Helena policy. Establish good working relationships with Solid Waste Industry, vendors and freight companies.

Maintain current and accurate records of refuse containers in stock and order new as needed. Communicate with vendors in getting the best prices available as well as coordinating delivery of containers.

Participate in the preparation and administration of residential, commercial, transfer station, and recycling budgets. Submit budget recommendations as needed.

Important & Essential Duties cont.:

Develop and monitor different shift schedules for 7-day a week operation, coordinate leave requests, sick days etc. to ensure transfer station, commercial, residential, recycling is staffed and operable for the public. Create alternate work schedules to cover holiday closures. Approve all vacation and sick time requests.

Ability to fashion loading and unloading areas for solid waste materials to be handled and transported in an efficient manner.

Perform physical inspections of commercial and residential container locations and reconcile difference with the billing departments.

Able to project solid waste needs based on residential and commercial growth within the City of Helena. Projections needed in the implementation of the upcoming budget year in requesting appropriate funding for increase in containers, equipment and personnel needed.

Maintain daily contact with Solid Waste Superintendent informing him/her of ongoing daily operations as well as suggesting ways to improve the overall operation. To include, equipment needs and repairs, replacement, budget items, employee status and progress of ongoing day-to-day operations.

Interfaces directly with Lewis and Clark Landfill Manager on operational concerns regarding the Transfer Station/Landfill issues. (i.e., landfill closures due to high winds, holidays, etc.)

Schedule and accommodate the solid waste needed of special events within the City of Helena.

Review payroll for accuracy, approve and sign off prior to submission to administration.

Conduct annual performance reviews.

Identify and report hazardous materials and situations to DEQ and Disaster and Emergency Services (DES).

Establish and maintain Solid Waste Policies and Procedures and Emergency Action Plans for Transfer Station Facility.

Monitor Solid Waste vehicle/equipment fuel usage and tank levels on a monthly basis.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures; process formal and informal grievances.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; perform vehicle safety inspections; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures.

Important & Essential Duties cont.:

Respond to and resolve inquiries and complaints.

Supervise recycling collection operations.

Schedule and coordinate Department support of Blue Bag collection, compostible material handling, white goods recycling, cardboard collection, recycling roll-off service and other waste reduction efforts.

Participate in the administration of preventive maintenance, in-service training, and safety programs; develop safety programs that meet Federal and State standards; ensure compliance with safety procedures.

Perform the full range of duties in the assigned area of work.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a solid waste collection and disposal program.

Uses, purposes, and operating characteristics of tools and equipment used in solid waste collection and disposal operations including the operational characteristics of light and moderately heavy motorized equipment.

Modern and complex principles and practices of solid waste collection, recycling collection and disposal.

Occupational hazards and standard safety precautions necessary in the collection and disposal of solid waste.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping and reporting.

Basic practices and procedures used in vehicle maintenance.

Safe driving principles and practices.

Skill to:

Use, operate, and maintain the full range of equipment and tools used in the collection and disposal of solid waste and recycling, in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, assign, and review the work of solid waste personnel to include commercial, residential, recycling and transfer station.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Select and maintain machinery and equipment used in assigned operations.

Assist in budget preparation and monitoring.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Independently perform the most difficult maintenance and repair duties in the area of work assigned.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, see, hear and climb; exposure to cold, heat, noise, outdoors, mechanical hazards, and traffic hazards; ability to travel to different sites and locations; ability to lift up to 75 lbs.

Work Environment

Ability to work in office environment and ability to perform manual labor in adverse weather conditions. May perform a variety of physical activities including standing, lifting, climbing and crawling. May be exposed to hazards. May, at times, work in a dusty, dirty and unpleasant smelling environment and/or confined spaces.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of responsible experience in solid waste and recycling collection and disposal including supervisory experience.

Training:

Equivalent to the completion of a two year associates degree from an accredited college and specialized training in business administration and personnel supervision.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid CDL "A" driver's license within six months of hire.

Special Requirements: Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: March 1995

Updated: May 2011