

Job Description: SOLID WASTE SUPERVISOR

CLASS NO. 2202

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 21

FLSA: Exempt

SUMMARY OF POSITION

Assist in the daily operations at the county landfill and collection stations, including monitoring and documenting present utilization of landfill, operating heavy equipment utilized in the disposal of solid waste, ensuring proper disposal of solid waste as specified by state and county regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of Solid Waste
2. Directs: Equipment Operators I, II, and III, Landfill Maintenance Personnel, Collection Station Attendants, Roll Off Truck Drivers, Chipping Crew and Collection Station Maintenance Workers
3. Other: Has contact with representatives of the Texas Commission on Environmental Quality and outside tire disposal companies, outside scientific laboratories, contact garbage hauling companies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Supervises departmental personnel, including assigning and planning work, ensuring training for, personnel evaluating performance, and making recommendations on hiring, firing and disciplining; Supervises operations at citizen collection stations, insuring stations are maintained in a clean and efficient manner.

Perform daily count of and maintain daily, weekly, and monthly records of cubic yard utilized within county landfill as required by the county and the Texas Commission on Environmental Quality;

Maintain daily records of vehicles entering the county landfill to unload solid waste;

Performs check on vehicles entering landfill to ensure that no unauthorized waste enters;

Ensures proper disposal and documentation of vehicle tires and other solid waste within the landfill; ensures safe operation and maintenance of assigned heavy equipment, including bulldozers, draglines, trash hauling trucks, etc.; Responsible for maintaining records on collection and disposal of used tires, used oil, batteries and white goods.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 6/11/2013

Chambers County

CLASS NO. 2202 (Continued)

Oversees maintenance and marking of utilized right-of-ways with the county landfill;

Ensures quick and efficient removal of any water within active landfill unit;

Directs Collection Station Supervisors;

Operates assigned heavy equipment safely and efficiently, including bulldozer, dragline, tractor, dump truck, sheep foot roller, etc.

Responsible for collecting and preparing collection station attendants work schedules and time sheets as directed. Coordinates and plans waste collection truck routes to ensure efficient utilization.

Establish and maintain effective working relationship with employees and the general public.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county and solid waste disposal rules, regulations and procedures; the provisions of the Texas Motor Vehicle Code pertaining to the safe operations of heavy equipment; and supervisory techniques.

Skill/Ability to: ensure compliance with Texas Commission on Environmental Quality standards for solid waste disposal; safely operate and oversee maintenance of assigned heavy equipment; maintain accurate records of landfill use; tolerate outside working conditions, including exposure to adverse weather conditions; establish and maintain effective working relationships with employees, the County Engineer, representatives of the TCEQ and the general public; and maintain appropriate necessary certifications, applicable Texas driver's license, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least five years experience in sanitation operations, including experience operating heavy equipment and at least one year of supervisory experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Class A Waste Disposal Certification from the Texas Commission on Environmental Quality as a Solid Water Technician; and appropriate Texas driver's license. Additional training and certification may be required if the County deems necessary or becomes a requirement of the TCEQ.