

Job Description: COLLECTION STATION SUPERVISOR

CLASS NO. 2204

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 18

FLSA: Nonexempt

SUMMARY OF POSITION

Duties include, supervising collection station attendants, ensure waste collection operations comply with a standard established by the County and TNRCC.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Director of Solid Waste.
2. **Directs:** Collection Station Attendants, Roll Off Truck Drivers, Chipping Crew and Collection Station Maintenance Workers
3. **Other:** Has contact with Director of Solid Waste, Commercial Waste Haulers and general public.

EXAMPLES OF WORK

Essential Duties*

Assists the Landfill Supervisor with collection management tasks.

Supervise activities of Collection Station Attendants.

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.

Supervises operations at citizen collection stations, insuring stations are maintained in a clean and efficient manner.

Responsible for maintaining records on collection and disposal of used tires, used oil, batteries and white goods.

Responsible for collection of the Wood Chip Request Forms and distribution of wood chips.

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

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2204 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Solid Waste Department rules, regulations and procedures.

ACCEPTABLE TRAINING AND EXPERIENCE

Sufficient education to understand, interpret and follow instructions or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; plus 3 years experience in collection and disposal operations.

CERTIFICATES AND LICENSES REQUIRED

Additional training and certification may be required if the County deems necessary or becomes a requirement of the TNRCC.

Appropriate Texas driver's license.