



City of Irving Job Description

Solid Waste Services Supervisor

FLSA Status:	Non-Exempt	Job Department:	Solid Waste Services
Job Code:	R302	Reports To (Job Title):	Solid Waste Services Collections Manager or Landfill Manager

PURPOSE

To supervise and coordinate the collection and disposal of refuse, recycling, and brush & bulky waste, working face operations, scale operations or site maintenance activities which includes assigning, planning, and evaluating work. Further, to implement safety steps and procedures applicable to work within Solid Waste, and ensure daily and reliable adherence to these safety standards, as well as, other standard operating procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Establish schedules and methods for performance of assigned outcomes, which includes planning and prioritizing work.
- Provide and/or coordinate staff training.
- Establish a culture of safety among direct reports by modeling and reinforcing safe practices. Responsible for performing regular safety audits, training staff on standard operating procedures (SOPs), and educating new staff.
- Maintain frequent meetings and informal huddles with subordinates. This includes team meetings, impromptu training/development, scheduled one-on-ones, and daily pre/post-shift huddles.
- Supervise staff members, which includes assigning work, evaluating performance, and participating in interviewing and hiring.
- Monitor compliance with laws, rules and regulations related to provision of refuse collection, storage and related services; Monitor the work of crews during collection operations; check for problems and resolve as necessary.
- Maintain records of use of time, material, and equipment, which includes entering payroll information into City software and/or using auto-mated work order system.
- Purchase necessary equipment and supplies according to City regulations.
- Inspect work and facilities and correct deficiencies when necessary.
- Ensure proper care of equipment, vehicles, and tools, which includes troubleshooting and diagnosing equipment malfunction and performing preventative maintenance and repairs.
- Remove obstacles and barriers that present safety hazards to work crew and public.
- Operate landfill scale, scale and routing software.
- Prepare reports, make presentations, and enter data into database.
- Ensure the safety of assigned crews, which includes (but is not limited to) erecting appropriate work barricades and attending safety classes for first aid, defensive driving, Smith Driving Systems, & CPR.
- Answer questions and provide information to the public, including investigating requests and complaints.

OTHER DUTIES AND RESPONSIBILITIES

- Investigate and generate reports involving incidents, accidents, and injuries.
- Assist Solid Waste Services management with City contracts, managerial meetings, discipline, reviewing policies and procedures, and generating reports to the Solid Waste Services Director.
- Perform overtime duties as necessary or required in order to complete assignments.
- Operate equipment including but not limited to mower, tractor, back hoe, vehicles, track dozer, front-end loader, rear loader, bucket truck, gradall, tool-carrier, excavator, articulating dump truck, boom-truck, roll-off truck, fuel truck, water wagon, and compactor.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 65 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

May act as contract administrator for outside services.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of the 12th grade *plus* some college or vocational training

EXPERIENCE

- Four (4) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license with a CDL endorsement of at least a class B.
- TCEQ MSW Waste Screening, preferable to obtain TCEQ MSW A license.
- Public Weigher's bond (landfill only)

KNOWLEDGE OF

- Industry Standards (Solid Waste Services): Principles, practices, and methods of residential refuse collection and disposal, as well as residential recycling and brush and bulky waste collection and disposal.
- Local Environmental Familiarity (Solid Waste Services): Location of city streets, addresses, City facilities, and nuances of various neighborhoods in and around town; also, refuse, recycling, and brush and bulky waste routes.
- Collection Vehicle & Equipment Use: Operation, use and general maintenance of equipment and collection vehicles, as well as their maximum load capacity.
- Safe working practices.
- Practices, Policies and Laws: City and Departmental Policies, as well as pertinent Federal & State laws, Municipal Ordinances, Codes, Regulations, & Landfill Permit requirements.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, and dividing quickly.
- Active Learning: Working with new material, equipment or information to grasp implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Mechanical/Technical: Safely operating a diversity of equipment, including computers.
- Service orientation: Actively looking for ways to help people.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Interacts with others, generally to coordinate support with internal customers up through the manager level across different departments and assist with the immediate needs of the general public, primarily residents, businesses, contractors, vendors, and equipment manufactures.

EQUIPMENT AND PROPERTY

Sedans, pickups, heavy trucks up to 66,000 lb. GVW, track dozer, front-end loader, rear loader, bucket truck, road-blade, tool-carrier, excavator, articulating dump truck, boom-truck, roll-off truck, fuel truck, water wagon, & compactor. Also, office equipment, including personal computers, two way radio, cell phone, digital camera, department-specific software, copiers, and fax machine, and industry equipment, such as PPE equipment, landfill scale, generators, tarp machine,.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee consistently is required to drive a vehicle with a GVW of up to 60,000 lbs or complex heavy equipment up to 80,000 lbs, grasp, handle, feel, lift up to 25 lbs, listen, pull, push, reach, see, smell, and/or stoop. S/he frequently is required to balance, climb, kneel, lift up to 50 lbs, talk, and/or walk. S/he occasionally is required to crawl, run, sit, and/or stand. In rare instances, s/he must lift up to 100 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, uneven ground, improper illumination, moving mechanical parts, hazardous traffic conditions, and/or toxic or caustic materials. S/he will be required to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.