

COLLECTIONS SUPERVISOR

GRADE 31

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible work supervising and operating the County solid waste management facility collection sites; maintains compliance with regulations and department procedures, and supervising operations; does related work as required. Work is performed under occasional supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervises collection site operations; training staff; operates various equipment; maintaining site(s) appearance; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for the daily operation of all solid waste collection sites; responsible for staffing all collection sites to insure optimum efficiency.
- Develops work plans, provides training, monitors and evaluates work methods of subordinates; instructs and trains employees on proper safety procedures and conducts performance evaluations.
- Oversees special waste programs to include: Household Hazardous Waste (HHW) program, Sharps Collection program, Second Generation program, E-waste, etc.
- Prepares weekly staff work schedules and process track attendance to include time cards & leave requests.
- Responds to public inquiries and/or complaints.
- Anticipates and resolves operational problems independently.
- Performs weekly inspections of remote sites; orders supplies.
- Maintains daily and monthly collection site reports to include but not limited to: oil log, sharps log, HHW logs, etc.
- Operates various facility equipment; performs light maintenance and repair.
- Assist with public presentations and department training.
- Maintains compliance with department procedures and solid waste management regulations.
- May perform Recycling Manager or Recycling Supervisor responsibilities in his/her absence.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Detailed knowledge and ability to comply with department procedures and environmental and safety regulations applicable to the assigned areas; detailed knowledge and ability to implement safe and efficient operations of a various equipment and procedures required in assigned collection site, recycling operation, transfer facility, or landfill; ability to operate assigned equipment skillfully and safely; ability to understand and follow specific oral instructions; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education or experience equivalent to graduation from high school and experience in solid waste management operations to include supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, dexterity, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia. Ability to pass employment physical. Must have demonstrated experience with assigned industrial equipment, or demonstrated experience supervising assigned solid waste management operations. Possession of appropriate OSHA certifications to include Hazardous waste materials.

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