

CITY OF RICHARDSON

JOB TITLE: **SOLID WASTE SUPERVISOR**
DEPARTMENT: Public Services - Solid Waste Services
CLASS CODE: 02305
CIVIL SERVICE: X NON-CIVIL SERVICE:
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: X NON-EXEMPT:
FULL TIME: X PART TIME:

APPROVED: _____
EFFECTIVE: 5-09-2016

JOB SUMMARY:

Under the general supervision of the Solid Waste Division head, or delegate, this position carefully supervises and evaluates daily and long range work plans of subordinate field personnel involved in providing citywide collection services for residential refuse, recyclables, brush/bulky items and commercial refuse. Implements safety steps and procedures applicable to all work within Solid Waste division, and, must further ensure the daily and reliable adherence to these safety standards. Ensures all collection/disposal mechanical equipment and all operational aspects of overall solid waste collection systems are available. This includes, but is not limited, to ensuring all collection vehicles are operating in accordance with all Texas Department of Transportation rules and regulations as applicable to all employees with CDLs, etcetera. Ensures all collection routes are operating daily, efficiently, reliably on time and in a safe manner. Ensures all departmental rules applicable to the solid waste division are adhered to by all employees. Maintains well organized and accurate division records ranging from personnel records to weekly, monthly and annual work plans. Assists in hiring and selecting personnel. Schedules, trains, motivates and assigns crews their daily workloads. Mentors and hold crews accountable for all work expectations; disciplines as necessary. Responds effectively and courteously to customer complaints. Performs other related work as required.

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ESSENTIAL JOB FUNCTIONS:

Supervises, coaches, assists and evaluates the work of personnel involved in residential refuse collection activities, recycling collection activities, brush/bulky item collection activities, and/or commercial collection activities. Selects, schedules, assigns, and trains personnel. Regularly observes work in progress on routes. Supervises the operation and proper maintenance of all refuse and recycling collection vehicles and equipment. Disciplines personnel when necessary, and in coordination with Division head. Coordinates necessary maintenance and repairs of division's equipment with Fleet Division. Provides input and proposes purchase requests of equipment, general supplies and tools.. Maintains accurate and well organized written records and assists Division Manager with performance measure reports on overall work achievement records. Handles requests for services and/or complaints from the public very courteously and effectively when needed. Communicates courteously and effectively with other employees, officials, vendors, and the public. Reads, understands, and effectively conveys written/verbal work instructions. Writes reports by hand and/or computer. Must use and ensure subordinates use sound judgment on working safely and use equipment properly at all times. Lifts, carries, and/or drags up to 150 pounds. Climbs, crawls, kneels, squats, stoops, bends freely, sits, stands and/or walks for extended periods when supervising, participating in, or performing other job duties related to refuse and recycling collection activities. Works indoors and outdoors in extreme temperatures, including heat, cold, temperature swings and inclement weather. Some exposure to dust, odors and electrical/mechanical/toxic hazards, using proper safety precautions. Drives and operates all refuse collection vehicles and equipment when needed. Uses computer and various software applications.

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Solid Waste Supervisor Job Description
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REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

High school diploma required; college course work and/or degree is preferred. Texas Commercial Driver's license, Class B is required. Possession of Class B Solid Waste License is required or one must be obtained within 12 months from hire date.

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EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Five years solid waste experience is required, including three years' of progressive experience as a first-line supervisor in a solid waste/collection related setting is required. Specific knowledge in work scheduling and in operating and maintaining of refuse and recycling collection equipment is required. Thorough knowledge and experience required in assigning and supervising the work of others and also in the preparing of clear and accurate written records and reports. Must be able to use computer efficiently with various software applications and must be able to communicate and work effectively with peers, other employees and the public. Must be able to maintain mental focus during all assigned work activities and must be able to create an effective team environment.