

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be this successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SOLID WASTE SUPERVISOR

Department: Solid Waste
Pay Grade: 110
FLSA Status: Exempt
Job Class: 1139
Risk Code: 7590

JOB SUMMARY

An employee in this position is responsible for assigning, supervising, and reviewing the work of others engaged in solid waste operational activities. Work is of considerable difficulty and involves continuous planning, scheduling, project management and routing assignments of personnel and equipment to ensure work is effectively performed with a major focus on enhancing the department's performance and customer experience objectives. Under direction, work involves considerable public contact, requiring the exercise of tact and courtesy to investigate and resolve complaints. Employees in this class may be required to work on-call, after hours, on weekends, and observed holidays on a rotating schedule. Considerable initiative and independent judgment are necessary for interpreting rules and regulations and supervising subordinate employees. A supervisor will be required to manage one of the following divisions in the absence of a supervisor for coverage (Litter, Disposal, Collection, Code Enforcement, and Recycling) to ensure safe and efficient operation.

ESSENTIAL JOB FUNCTIONS

- May be required to act in the absence of the Solid Waste Operations Manager or other Solid Waste Supervisors.
- Supervises, manages, and supports the operations, personnel, facilities, and equipment for the Disposal, Collections, or Recycling Divisions as assigned at the Baseline Facility in accordance with established policies, procedures, and regulatory requirements.
- Supervises and manages performance evaluations for assigned division.
- Performs technical and administrative duties ensuring the Solid Waste Departments compliance with federal, state, and local environmental regulations.
- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned.
- Prepares and monitors division budget including assessing future personnel needs, operational and maintenance costs, and capital projects.

- Prepares performance, budget, and cost reports to evaluate and improve effectiveness, efficiency, resource usage, and document worker hours.
- Coordinates maintenance, repairs, and replacement of Solid Waste equipment.
- Develops recommendations for changes in operational procedures and equipment requirements to achieve maximum efficiency.
- Coordinates Solid Waste projects in liaison with county authorized engineer, contractors, and sub-contractors.
- Develop and maintain resources IE: materials and supplies, required for maintenance of all Solid Waste Management areas. Implements emergency plans dealing with weather related problems (hurricanes, tornadoes, and power outages).
- Inspects and adjusts work methods as necessary. Makes procedural and operational recommendation to the Solid Waste Operations Manager.
- Responsible for overseeing and monitoring contracts related to a range of services.
- Dependent on department assignment: Performs chemical testing to screen and identify classes of hazardous materials and the sorting and proper classification of such. Monitors waste stream to develop, maintain, and report data relative to hazardous waste.
- Provides promotion and education to the public, businesses, and other departments and service groups on household hazardous waste and related resource conservation issues.
- Coordinates special programs, e.g., mobile collections, electronic waste, pesticide clean sweep collections, inter-county cooperatives- Sumter County.
- Monitors and manages systems processes. Generates reports for compliance related items.
- Monitors the flare and leachate system and landfill gas collection system, and related landfill areas in compliance with regulatory requirements.
- Prepares requests for proposal and bid specification for contractor and managing consultants.
- Serves as a department safety committee member as required.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position directly and regularly supervises a relatively large number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High School diploma or equivalent with (4) years of progressively responsible experience in the solid waste industry, including at least one (1) year of supervisory experience; or an equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid, State of Florida Class B Commercial driver's license to operate a motor vehicle within one (1) year of employment. Florida Sanitary Landfill Operator certification and Transfer/MRF certification within six (6) months of appointment.
- Requires Hazardous Waste Spotter Certification through UF TREEO or the ability to obtain within six (6) months of appointment.
- Requires FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within six (6) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to communicate and interact with governmental agencies and their personnel.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accountings systems, or complex scientific or technical systems.
- Knowledge of the effective methods of the collection, handling, and disposal of Solid Waste, including economical and efficient methods of scheduling, and equipment usage.
- Knowledge of the principles and practices of all solid waste operations including disposal, collections and litter, and recycling.
- Knowledge of all types of equipment and capabilities, as well as the maintenance requirements of the equipment utilized in solid waste operations.
- Knowledge of modern principles and practices of administration and organization, including budget, personnel techniques, and management.
- Knowledge of general engineering and surveying.
- Ability to read and interpret blueprints, schematic drawings, and topographical maps.
- Ability to supervise and coordinate various work sections to accomplish common goals.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch or crawl; and frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, high precarious places, toxic or caustic chemical, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.