



## **Environmental Supervisor (1121)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 17

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to supervise day-to-day operations and staff involved in solid waste collection, including supervising drivers & collection routes, recycling centers, transfer station and related operations as assigned.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and distributes employee schedules and collection routes to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and trains assigned staff in policies, procedures, safety, and equipment operation.

Supervises collection of waste material and other solid waste support services: supervises the daily operation of roll-off truck, grapple truck, and other support equipment; supervises operations of the recycling center; creates, schedules and assigns routes; supervises placement of containers and equipment; provides guidance, direction, training and technical expertise as needed; and reviews and completes billing documentation, work logs and other documentation as needed.

Performs customer service functions: provides general assistance and information related to solid waste collections procedures, fees, or other issues; receives and responds to routine questions, complaints, or requests for service; initiates problem resolution; and communicates customer service issues with other County personnel.

Assists in developing and implementing procedures, goals and objectives for area of assignments: evaluates work processes and customer satisfaction; investigates and documents customer service issues and/or citizen complaints; and recommends and implements corrective action as appropriate.

Ensures maintenance of equipment: develops and implements preventative maintenance schedules for equipment; ensures daily cleaning and washing of equipment and tools; ensures completion of minor maintenance activities, such as checking and adding fluids, checking tire pressure, etc.; reports and schedules needed major repairs and maintenance; and completes and maintains inspection, gas usage and other associated documentation.

Ensures adherence to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; participates in regular training and field inspections to ensure compliance; and responds to accidents, spills and other emergencies as needed.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required, supplemented by vocational or technical training in related field; supplemented by two years of experience in solid waste collections, recycling collections, transfer station operations or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia Commercial Driver's License, including appropriate endorsements.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2019