



Solid Waste Superintendent (1177)

FLSA Status: Exempt

Pay Grade: 23E

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage the Solid Waste Division operations and staff involved in collecting, transporting, and dumping of waste materials from Bulloch County solid waste collection centers. The incumbent will supervise, guide, direct, and train assigned staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics

Incumbents in this classification can be assigned inmate workers and are responsible for their direction, productivity and safety.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Manages Solid Waste operations: assists in developing, implementing, and monitoring procedures, goals and objectives; recommends changes to and participates in decisions about routing, scheduling, and assigning of work for the functional area; monitors operations and initiates action to correct deviations from organizational objectives and goals; reports discrepancies or other obstacles that threaten safe, efficient and compliant operations.

Participates in budgeting and purchasing functions: assists with the development of the annual operating and capital improvement budgets; manages the budget within the department; researches and writes specs for vehicles and equipment; oversees preventive maintenance of the vehicles and equipment.

Manages, supervises and operates vehicles to complete tasks related to the collection, transporting, and dumping of waste materials; drives vehicle over public roads, Public Works facilities, and other County property; maneuvers in and around traffic, parked cars, equipment, utilities, and other obstacles; obeys all traffic laws and safety guidelines; and monitors immediate environment and work area to ensure the safety of operators, other workers, the equipment, and the public.

Manages and oversees maintenance and repairs at collection center locations: ensures completion of minor maintenance and repairs to collection center facilities as needed; oversees the placement, repair, and removal of all collection containers.

Understands and applies principles and practices associated with areas of responsibility: assists with administration of the solid waste ordinance, including enforcement and amendment recommendations; maintains a comprehensive, current knowledge of applicable local, state, and federal codes, standards, or other guidelines; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Monitors and enforces safety policies and procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; and responds to and reports incidents, accidents and other emergencies as needed.

Responds after-hours or serves in an on-call status as required; serves on the Public Works Emergency Response Team and is considered as essential personnel.

Communicates and collaborates effectively with the public, vendors, contractors, and county staff, and provides a high level of customer service; receives and responds to complaints and inquiries; remediates any difficult complaints or problems that cannot be handled by subordinates; keeps related records and submits required reports.

Demonstrates a working knowledge of office practices, methods, and equipment, including use of computer and applicable software.

Performs other related duties as required.

Minimum Qualifications

Associate degree in related field, supplemented by five (5) years of progressively responsible 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 (CDL), including appropriate endorsements. Must attend and maintain yearly correctional training as supplied by Bulloch County Correction Institute Warden.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

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 and descriptive 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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

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, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, and animal bites.

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 2024