CITY OF FOLSOM

SOLID WASTE SUPERVISOR

DEFINITION
Under general direction, perform responsible supervisory and administrative support duties within the Solid Waste Division of the Utilities Department; supervise and coordinate solid waste collections and related functions; assist in coordinating solid waste activities with other divisions and departments.

SUPERVISION EXERCISED
This class provides direct and indirect supervision to lower level personnel for a preponderance of the time.

DISTINGUISHING CHARACTERISTICS
The Solid Waste Supervisor class is distinguished from the Refuse Driver in that the former has greater responsibility, autonomy, and discretion in planning and completing a wide variety of refuse collection activities. Incumbents in the Solid Waste Supervisor class have day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the leadworker and lower classifications. The Solid Waste Supervisor differs from the Solid Waste Manager by the level of responsibility and accountability for program, project, and work completion as well as the overall day-to-day administration and interpretation of personnel policies and procedures.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, direct, and supervise the work activities of subordinate refuse drivers, office support, and other staff;
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Monitor staff workflow; coordinate collection activities to ensure alignment with Division mission and goals; review and evaluate work products, methods, and procedures.
- Ensure that assigned operations adhere to health and safety regulations and requirements; monitor equipment for appropriate and safe operation.
- Recommend and implement policies and procedures regarding Division activities; interpret and apply laws, work rules, MOU's, and regulations that affect Division operations.
- Assist with planning, developing, and establishing long- and short-term Division goals and objectives.
- Assist in monitoring and administering the Division budget; develop revenue projections; propose rate structures.

- Provide information and help coordinate activities with the public regarding Division activities; resolve service problems and conflicts.
- Perform special projects, technical studies, and reports.
- Review solid waste contracts and specifications and coordinate with contractors.
- Coordinate with insurance adjustors on solid waste collection claims.
- May act in the absence of the Solid Waste Manager.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of staff supervision, including work planning, scheduling, and evaluation.
- Pertinent federal, state, and local laws, rules, and regulations pertaining to solid waste collection and handling.
- Types of equipment used in refuse collection.
- Principles and practices of hazard and safety management as well as safety practices pertinent to solid waste operations.
- Modern office procedures, methods, and computer equipment.
- Basic principles and practices of fiscal administration.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Word processing, spreadsheet, and database software commonly used in a business environment.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions.
- Implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Participate in the preparation and administration of a budget.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Experience:
Five (5) years of increasingly responsible full-time experience as a Refuse Driver in the City of Folsom.

Substitution:
Completed coursework at an accredited college or university may substitute for the above-required experience on a year-for-year basis to a maximum of two years.

OR

Experience:
Four (4) years of increasingly responsible full-time solid waste-related operations work, including one (1) year as a leadworker.

Substitution:
Completed coursework at an accredited college or university may substitute for the above-required experience on a year-for-year basis to a maximum of two years.

License, Certification, Registration Requirements:
Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is performed in a typical office/field environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; occasionally work outside in the summer and winter; occasionally work around machinery with moving parts or stationary equipment; work around moving objects or vehicles.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code

Bargaining Unit: