

JOB DESCRIPTION

TITLE: Solid Waste Supervisor

DEPARTMENT: Solid Waste Department

DATE: January 2018

GENERAL SUMMARY

Plans, manages, coordinates, and supervises the implementation of the Boise County Solid Waste Program, as required under Idaho Statutes, and Federal/State regulations, as well as the supervision of employees assigned to the Boise County Solid Waste Program. Evaluates personnel and equipment needs and monitors budget and performs related work as required.

ESSENTIAL FUNCTIONS: (illustrative only)

1. Provides supervision to Boise County Solid Waste Department Employees. Delegates project responsibility to staff when necessary.
2. Attends all meetings related to the County Solid Waste Program.
3. Maintains communications with the Central District Health Department concerning Solid Waste issues, as well as other State and Federal Agencies.
4. Supervises contractor operations for collection and transportation of solid waste.
5. Supervises operation and maintenance of Transfer Station Equipment and Buildings.
6. Prepares department budget and recommends equipment purchases/acquisitions to County Commissioners; upon approval, administers departmental budget and requisitions supplies and materials. Develops department goals and plans; develops and implements operating policies and procedures; assess needs, writes equipment and vehicle specifications; authorizes purchase orders and capital expenditures; oversees parts and equipment inventory; monitors computerized records systems; monitors department operating budget; evaluates operating costs and develops/revises price structures.
7. Recruits, hires and trains staff and evaluates performance: disciplines and dismisses department employees upon approval of the County Commissioners; sets priorities and schedules daily operations of maintenance activities and work assignments; establishes performance standards; approves personnel actions; assess staff training needs.
8. Supervises personnel and inspects work to insure that workmanship conforms to specifications and that schedules are adhered to; maintain daily records of all work performed, hours worked by individual employees, submits timesheets for departmental payroll, and is responsible for onsite visits to satellite locations to ensure all personnel are following Boise County policies.
9. Supervises all operations to assure conformance with Federal and State Laws as well as Local Ordinances. Coordinates departmental projects with Federal, State and Local Agencies as needed or required.
10. Knowledge and ability to operate and maintain a variety of types of heavy equipment.
11. Performs all duties with due regard to personal safety of employees and public; insures less skilled personnel comply with applicable safety and occupational health standards. Maintains good working relationships and communication with employees, other county employees and public. Establishes a public image that reflects favorable on county employees in use of county equipment, work ethics and public service attitudes.
12. Schedules appointments, training and meetings as necessary to meet work schedules and Supervisor Guidelines; including but not limited to public meetings, Commissioners meetings, training sessions and safety meetings.
13. Completes other duties as assigned.

These duties or working procedures describe the chief function of the job and are not to be considered descriptive of every duty of the job.

RISK MANAGEMENT:

The Solid Waste Supervisor is responsible for departmental risk management. The Solid Waste Supervisor must require all department employees to adhere to all Boise County policies, including but not limited to, the following: safety, personnel, travel, technology, accident reporting, and cash handling as outlined in the Boise County policies.

REPORTING RELATIONSHIPS:

Position reports to: Boise County Board of Commissioners.

Subordinate Staff: Assistant Solid Waste Supervisor, Administrative Assistant, Transfer Station Attendants/Operators and others as assigned.

JOB REQUIREMENTS:

Knowledge: Considerable knowledge of Solid Waste management; State and Federal laws and regulations along with local knowledge as required. Considerable knowledge of machinery, with working knowledge of equipment maintenance and repair. Working knowledge of principles and techniques of supervision and safety standards

Skills: Supervisory, management and computer skills. Ability to communicate effectively verbally and in writing. Ability to plan, organize and direct affairs and operation. Skills to develop and maintain effective working relationships with Elected Officials, Federal and State Agencies as well as with local governments, subordinates and the public. Ability to work effectively complete required reports in a timely manner. Supervise subordinates and manage a Solid Waste program. Ability to lift a minimum of 50 pounds and work outdoors in extreme conditions.

Experience: Five (5) years general Solid Waste experience. Two (2) years general Supervisory experience or an equivalent combination of experience. Basic working knowledge of computers and software. Experience with budgets and the preparation/implementation and monitoring thereof. General experience with heavy equipment and maintenance. Experience with reading, understanding, implementing and monitoring contracts and agreements. Must have a valid Idaho State Drivers License. Education and training required which provide the required knowledge, skills and abilities of the position.
