



Class Title: PW Solid Waste Supervisor
FLSA Designation: Covered

Pay Grade: 9
Established: 3-09
Revised: 3-12

Class Summary/Primary Function

The principal function of an employee in this class is to direct and supervise the operations and employees of the Solid Waste division. This is a supervisor position with the primary duties of supervising, planning, and scheduling the operations of the solid waste transfer station and landfill facility in Teton County; developing, coordinating, documenting and implementing solid waste programs; providing and supervising customer service to the public; coordinating with other agencies; and operating heavy equipment and/or performing other work as needed. The position directly supervises the Solid Waste Foreman, Solid Waste Weigh Master, Solid Waste Laborer and Solid Waste Operator positions.. The work is performed under the general supervision of the Public Works Director/County Engineer although considerable latitude is allowed for independent judgment and initiative. The principal duties of this class are performed in an office and general outdoor environment, exposing the employee to hazardous working conditions and inclement weather.

Essential Duties and Responsibilities (will vary by assignment)

- Manages the operations, activities and personnel at the County Transfer Station and in all solid waste operations, including the former landfill;
- Plans and proposes solid waste programs, monitors all operations, establishes policies and procedures;
- Implements and updates the Landfill Closure Plan and the Transfer Station Operation Plan;
- Works with the DEQ and EIPHD to ensure that solid waste facilities remain in compliance with state and federal regulations.
- Develops and monitors solid waste budget;
- Reports department status to the Public Works Director/County Engineer and Board of Commissioners;
- Oversees the maintenance, sorting, diversion, composting and transfer functions of solid waste received at the County transfer station;
- Monitors and updates the facilities operations to maximize efficiency.
- Works with Teton Valley Community Recycling to reduce the waste stream that is transferred to the landfill.
- Provides customer service including giving directions, answering questions and providing explanations in a polite and courteous and timely manner;
- Administers personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions, and reviewing salary issues;

- Attends work-related meetings, hearings, conferences and training sessions;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Responds to citizens' questions and comments in a courteous and timely manner;

Other Duties and Responsibilities

- Performs all duties of the Solid Waste Laborer and Weigh Master positions as needed;
- Operates heavy equipment, as needed, according to transfer station rules and regulations;
- On call after regular hours to respond to emergency situations;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Supervisory practices and techniques;
- Solid waste disposal transfer station operations and of the operating characteristics and maintenance requirements of solid waste equipment;
- Effective recordkeeping practices and procedures;
- Current customer service methods, techniques, and objectives;
- Hazardous waste rules and regulations and related safety practices;
- Federal regulations and County policies regarding safe work practices relating to use of heavy equipment, power tools, and landfill and solid waste transfer station workplace safety.
- Operation of standard office equipment, including a personal computer and job-related software applications including Excel, Word, Quickbooks and scale software.
- Operation of tools and equipment commonly used at a landfill and transfer station;

Ability to:

- Manage and supervise the activities of the solid waste division;
- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Identify hazardous material and dispose of properly;
- Administer divisional personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions and reviewing salary issues;
- Determine priorities and make work assignments; follow-up to ensure desired results; and document actions;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees and the public;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Maintain detailed and accurate computerized and hard copy files;
- Prepare accurate and reliable reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines;

- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- College degree in engineering, construction management, environmental science or other relevant field is preferred; and
- Three (3) years supervisory experience directing and managing skilled and semi-skilled staff; and
- Experience in heavy equipment operation and facility maintenance is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- SWANA Certification for Solid Waste Transfer within one year of hire
- Ability to obtain a Class B CDL within one year of hire
- Ability to obtain Weigh Master Certification
- Idaho driver's license

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person; to operate heavy equipment safely;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; read, review and prepare documents and process them in a prescribed order; inspect solid waste loads for hazardous materials or other non-acceptable materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate heavy equipment, grounds maintenance equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to stand for extended periods of time; to lift or move objects that weigh up to 50lbs.; to operate heavy equipment and a motor vehicle.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.