

SHAWNEE COUNTY, KANSAS
Position Description
Solid Waste Collection Supervisor

Position Control Number(s): SW1050, SW1051, SW1088A

FLSA Status: N

POSITION DESCRIPTION

Under limited supervision, this position supervises solid waste collection and delivery crews. Performs other duties as required. This position reports directly to the Solid Waste Director.

WORK PERFORMED

85% Front Line Supervisor.

- Supervises, monitors, and directs solid waste collection and container delivery crews with respect to accountability for performance in accordance with job duties and expected work behavior. Includes quality control/quality assurance, approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions.
- Participates in the hiring and promotional process.
- Instructs staff on proper completion of tasks.
- Inspects/reviews work of staff to ensure that work assignments are satisfactorily completed.
- Establishes work schedules and assigns work.
- Conducts safety meetings and briefings with employees on a regular basis.
- Checks work procedures/products.
- Attends weekly staff meetings.

8% Customer Service.

- Addresses and resolves customer complaints.
- Follows up on requests from businesses to start or increase solid waste services.

5% Report Development.

- Investigates, develops, and writes reports in an accurate, timely, and concise business format. This includes accident reports, injury reports, disciplinary reprimands, and other reports as required.

2% Estimator.

- Estimates cost of special pickups.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Labor Union contract language and interpretation.
- Supervisory responsibilities and effective leadership skills.
- Solid Waste practices, collection equipment and practices.
- Applicable work safety rules and practices, county/department policies.
- Federal, State, and Local laws and statutes applicable to Solid Waste department.

Ability to:

- Plan and direct the work of others.
- Ensure collection crews are following department policy.
- Issue discipline, if necessary.
- Organize, supervise and evaluate employees.
- Prepare written/electronic and oral reports.
- Establish and maintain working relationships with employees, customers and the public.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Providing leadership and direction to employees.
- The use of computer software and applications.
- Practicing and teaching safe work practices and behaviors.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving				X
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-65 lbs.	X				Around Moving Machinery			X	
ARMS					Carrying	X				Driving Automotive Equipment				X
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-65 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions			X	
Carrying	X				Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting				X	Work Below Ground	X			
Color Vision	X				Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic			X	
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-65 lbs.	X							X	

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EQUIPMENT USED

Pickup Truck 4x4
Personal Computer

Two-Way Radio
Office Equipment

Mobile Phone
Tablet Computer

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Three (3) years of experience in solid waste collection operations.
- Basic to intermediate computer experience with Microsoft Office (Word, Excel, Outlook) or similar applications.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Two (2) years of supervisory experience.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical/drug screen and a review of driving record.

Required to lift sixty-five (65) pounds.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 06/04
Revision History: 06/21