

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 refuse and recycling collection crews. Performs other duties as required. This position reports directly to the Solid Waste Director.

WORK PERFORMED

70% Front Line Supervisor. Supervises Solid Waste collection crews with respect to accountability for performance and behavior including 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 projects are complete. Establishes work schedules and assigns work. Checks work procedures/products. Maintains oversight of Solid Waste department container inventory. Ensures and enforces safety standards.

25% Customer Service. Follows up on requests from businesses to start or increase refuse/recycling. Resolves customer complaints.

5% Estimator. Estimates cost of special pickups.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Solid Waste collection equipment and practices.
- Applicable work safety rules and practices, county/department policies.

Ability to:

- Plan and direct the work of others.
- Organize, supervise and evaluate employees.
- Prepare written and oral reports.
- Establish and maintain working relationships with employees, customers and the general public.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Providing leadership and direction to employees.

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		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								

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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				
Hearing			X	Lifting-65 lbs.		X		Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer	Two-Way Radio	Safety Equipment
Tablet Computer	Mobile Phone	Refuse Collection Equipment
Printer	Power Tools	County-owned vehicles
Phone System	Hand Tools	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Three (3) years' experience in refuse/recycling collection operations or in experience in a related industry.
- Valid Kansas 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

- Valid Kansas Class A or B Commercial Driver's License (CDL) with airbrake certification preferred.
- Previous supervisory experience preferred.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical/drug screen and a review of driving record.
- Required to lift sixty-five (65) pounds.
- Required to work a variety of schedules including mandatory overtime, rotational weekends, and emergency situations.

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