

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SOLID WASTE SUPERVISOR
DEPARTMENT: SOLID WASTE DIVISION
REPORTS TO: SOLID WASTE DIRECTOR

CLASS CODE: 3041
FLSA STATUS: E
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises staff and performs a variety of complex technical and administrative functions, including: designing, constructing, maintaining and managing projects; taking water samples; preparing various reports; and inspecting facilities.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: assisting in interviewing, hiring, orienting and training employees; planning, assigning, directing and reviewing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Performs field work, including: utilizing various techniques and procedures to take and analyze water samples; and inspecting solid waste facilities.

Plans, organizes and supervises construction activities within the division, including researching, estimating costs and conducting on site supervision and inspections.

Organizes and monitors the supply of materials, equipment and tools at facilities; maintains and calibrates equipment, including, scheduling maintenance and taking inventory of supplies and equipment.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Monitors safety procedures and practices.

Reviews and implements new laws and regulations.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Reports administrative and/or operational problems to supervisor.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Gas Tech #GT 201
General Construction Power Tools

Electronic Pump Control
Front End Loader

Honda Generator
Surveying Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school in Environmental Health or related field; and, two to three years of progressively responsible related experience; or,

A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Construction management and maintenance procedures.

Safe work practices.

Engineering principles, practices and cost projection techniques.

Surveying and drafting procedures, records and equipment.

Refuse, landfill and transfer station operations.

Nature, generation, use, treatment, storage, disposal, release and clean up of hazardous materials and waste.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Complex technical and mathematical computations.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

Mental and Physical Abilities:

Ability to operate technical engineering equipment.

Ability to compile and evaluate data and make recommendations.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; lift and/or move up to 10 to 25 pounds; ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

While performing the essential functions of this job, the incumbent is occasionally required to lift, carry, push/pull and/or move 20 to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, explosions, fumes or airborne particles, toxic or caustic chemicals and outdoor atmospheric conditions.

Work is performed in a normal office environment and outdoors with exposure to outdoor temperatures, dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when

possible.