

# INTEGRATED WASTE MANAGEMENT OPERATIONS SUPERVISOR

County of Calaveras

Range 534 / Non-Exempt

Established: unknown

Revised: June 25, 2019

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## **DEFINITION:**

Under general direction of the Deputy County Administrative Officer, or Integrated Waste Manager, to coordinate the activities of the County landfill; to supervise staff and equipment operations; to handle cost controls and fiscal matters; and to do related work as required.

## **DISTINGUISHING CHARACTERISTICS:**

This classification serves as a supervisory classification;; incumbents are expected to act as advanced journey level workers, assuming responsibility for program operations, including safety compliance. Incumbents are required to routinely review operations associated with staff and all waste streams including hazardous waste as an integral part of their daily duties. Incumbents must familiarize themselves with and adhere to the Operations Plan for "Permanent Household Hazardous Waste Collection Facility". This position requires working on weekends and holidays.

## **EXAMPLES OF DUTIES:**

- Supervises County landfill operations, including staffing, cost controls, maintenance activities and assignment of equipment.
- Reviews program activities and makes recommendations for improvement of existing operations.
- Determines staffing and equipment needs, making appropriate recommendations..
- Arranges for the purchase of equipment.
- Reviews specifications and bids needed.
- Monitors assigned budget and line item expenditures, ensuring adherence to cost control requirements.
- Supervises, trains and evaluates the work of assigned personnel.
- Participates in the hiring process.
- Makes recommendations regarding personnel schedules to ensure that landfill operations are adequately staffed during working hours.
- Ensures the timely completion of assigned work.
- Handles complaints and conducts appropriate investigations as required.
- Serves as departmental liaison for landfill operations with other county employees, state and local agency representatives.
- Implements safety program and conducts safety training as required.
- Conducts required safety meetings at a frequency set by Federal, State, County Management and the County Safety Officer.
- Operates heavy equipment as required.
- May do heavy labor as needed.

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- Will routinely handle, sort, and process all waste streams including hazardous waste.
- General Household Hazardous Waste facility maintenance; and other hazardous waste related duties as assigned.

## **SPECIAL REQUIREMENTS:**

Possession of an appropriate California driver's license by the State Department of Motor Vehicles; incumbents of this classification would normally be expected to have the equivalent of a Class A commercial license for the operation of heavy equipment. Incumbent must possess appropriate hazardous waste operations training certificate pursuant to 29 CFR 1910.120 prior to expiration of probationary period. Will be required to participate in medical surveillance programs in accordance with Cal-OSHA standards.

This classification is designated as a Department of Transportation Safety Sensitive position. Incumbents are subject to drug and/or alcohol testing and must comply with all applicable drug and alcohol policies, procedures, laws, rules and regulations.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

Operations, services and activities of a comprehensive solid waste program; principles of integrated waste management and environmental compliance; practices, techniques, and equipment used in integrated waste management and recycling operations; Local, State and Federal legislation regarding integrated waste management and recycling programs; data collection and analysis; common landfill construction methods and materials; use of computers and computer applications relative to administrative and research functions.

### **Skill and Ability to:**

Assist in the planning, organization, and coordination of integrated waste management and recycling programs; assist in monitoring and evaluation of program performance according to established goals and objectives; work in a variety of governmental, community, and education settings; use logical reasoning, draw valid conclusions, and make appropriate recommendations related to solid waste programming; use computer applications and programs relative to administrative and research functions; prepare clear, concise and accurate reports; Conduct required safety & health meetings; assist with interpreting, explaining, applying Federal, State, and County regulations, policies and procedures related to Waste Management; Communicate effectively both orally and in writing; understand and carry out oral and written directions; establish and maintain effective working relationships with those contacted in the course of work.

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## **EDUCATION, TRAINING AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school and a minimum of three (3) years responsible supervisory experience in a related field, such as landfill, construction, or heavy equipment operations is required.

A Bachelor's degree in a related field may be substituted for one year of the required experience; landfill experience is highly desirable.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

**WORKING CONDITIONS:** Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. Will be required to work weekends and holidays. May be required to travel to various transfer stations throughout the County to perform maintenance duties or conduct inspections.

## **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to

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perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.