

City of Dunedin, Florida
Class Description

JOB TITLE: Solid Waste Supervisor
Public Works and Utilities Department, Solid Waste Division

GENERAL STATEMENT OF JOB

Under general supervision and direction, plans, directs and supervises the personnel of the Solid Waste Division. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Division Director of Solid Waste.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises all Division field activities and assigned dispatch office functions, ensuring compliance with all applicable policies, procedures, laws, regulations and permitting requirements.

Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; ensuring that employees are properly trained for work performed, acting on employee problems; and recommending disciplinary action, employee transfers, promotions and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Assists Division Director in ensuring the safe collection and disposal of City debris. Assists in developing and administering the Solid Waste Division's annual operating and capital budgets.

Evaluates the effectiveness and efficiency of the Division's operations; develops short and long-term priorities in order to meet Division goals; and enforces all applicable policies and safety regulations for the protection of City staff and the public.

Determines and assigns the labor, equipment and materials required for special weekend events and cleanup service.

Receives and responds to public inquiries regarding department activities in various forms, including but not limited to; personal visits, telephone, or electronic communication.

Responds to and assists with cleanup efforts after natural disasters and storms as directed.

Compiles data for and prepares a variety of required reports, records and correspondence.

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Enters computer data; uses computer to produce routine reports, spreadsheets, and project management documentation.

Receives and responds to public inquiries, concerns and complaints regarding Division activities and services.

Schedules projects with the Division Director and oversees the Division in the absence of the Division Director as required.

Keeps Division Director informed of any problems or Issues that require immediate action.

Attends training seminars and meetings as required.

ADDITIONAL JOB FUNCTIONS

Operates heavy equipment and commercial (CDL) trucks as required for the daily collection, transport and management of solid waste and recyclable materials; equipment includes: automated side-loader, front-end loader, rear loader, roll-off truck, container truck, clam shell truck, pay loader, fork lift, tractor, etc.

Maintains assigned vehicles pre & post trip inspection reports, and all city issued equipment.

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, reviewing mail, using e-mail, etc.

Performs related duties as required

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in industrial management, business, engineering or related field with five years of experience in Solid Waste collections; [with three years of prior supervisory experience].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must obtain valid Florida Class "B" CDL within three months of employment

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Solid Waste Supervisor. Knowledge of methods and procedures for scheduling. Is knowledgeable in the laws. Ordinances,

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standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of the principles, theories, practices and methodologies of Solid Waste (debris) collections, , maintenance and repair management, and other fields applicable to the requirements of the position. Understands specific City, County, and State ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions.. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. . Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Sustainability Program Coordinator. Understands specific City, county, state and federal ordinances as they apply to the duties and responsibilities of the position. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintain high quality communication and interaction with internal and external entities with whom the position interacts. Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgement: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solution to

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issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally.

Relationships with Others: Shares knowledge with manager, supervisors and co-workers for mutual benefit. Contributes to maintaining high moral among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and /or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of division budgets, and knows how to prepare and monitor budgets.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate section activities with other City divisions, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles Involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of employees. Knows how to maintain effective relationships with personnel of other divisions, professionals and members of the public through contact and cooperation

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, printer, copier, calculator, telephone, etc.; and the ability to operate, maneuver and control

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the actions of heavy construction equipment, hand and power tools, etc.

Verbal Aptitude: Requires the ability to use consulting and advisory data and information, as well as reference, descriptive-and/or design data and information as applicable. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to , deal with several concrete and abstract variables, and to analyze major problems that require complex ' .planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

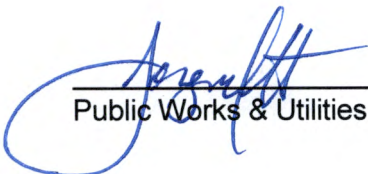
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort In sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Field tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require visual, olfactory, depth, texture and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, strong odors, smoke/dusts/pollen, fumes, noise extremes, vibrations, machinery hazards, traffic hazards.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Public Works & Utilities Director



Date