

SNOHOMISH COUNTY JOB DESCRIPTION

SOLID WASTE OPERATIONS SUPERVISOR

Spec No. 8056

BASIC FUNCTION

To plan, schedule and supervise the work of employees responsible for the: processing and transfer of solid wastes and recyclables at transfer stations; processing and transfer of solid wastes and recyclables at drop box sites; transportation of solid wastes and recyclables; maintenance of solid waste equipment, grounds and facilities; and internal bookkeeping and audits.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises and coordinates daily operations and maintenance of the county’s solid waste transfer, processing, and transportation systems; assists in determining work priorities and prepares work schedules; forecasts resource needs and requisitions materials and supplies as necessary; coordinates operations and maintenance with other units in Solid Waste Operations and with other departments and agencies as necessary.
2. Plans, coordinates, schedules and supervises the work of subordinate employees; trains employees as necessary; monitors and evaluates the work of subordinates; conducts various personnel actions including hiring, promoting, coaching and disciplining of subordinates.
3. Monitors and inspects work sites and equipment; enforces safety rules and regulations; enforces general county policies and procedures, develops and recommends policies and procedures to ensure safe working conditions, efficient operations, and excellent professional and courteous customer service.
4. Plans and arranges for the timely maintenance and repair of equipment, grounds and facilities.
5. Works with the public and other county employees as necessary to resolve complaints, answer questions, and develop and recommend new or revised procedures to ensure safe and efficient customer service.
6. Maintains required records, performs data analysis, and prepares reports as necessary.
7. Acts as supervisor for all Solid Waste Operations activities on assigned weekends; may perform the duties of lower level operations personnel as necessary. Covers duties of other Solid Waste Operations Supervisors as required.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.
9. May be assigned to one or more of the following areas as required:

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WHEN ASSIGNED TO TRANSFER STATION:

- 1. Supervises and coordinates daily collection and processing of materials at a county solid waste transfer station.
- 2. Supervises operators, laborers, site attendants, and other staff; trains, coaches and disciplines subordinates as required.
- 3. Monitors performance and efficiency of transfer station; recommends and implements changes in policies, procedures, and schedules as required.
- 4. Dispatches staff to operate transfer stations as required.
- 5. Maintains transaction, waste export, inspection, and associated records.

WHEN ASSIGNED TO DROP BOX SITES:

- 1. Supervises and coordinates daily collection and processing of materials at all county solid waste drop box sites.
- 2. Supervises site attendants and other staff; trains, coaches and disciplines subordinates as required.
- 3. Monitors performance and efficiency of drop box sites; recommends and implements changes in policies, procedures, and schedules as required.
- 4. Dispatches staff to operate drop box sites as required.
- 5. Maintains transaction, waste export, inspection, and associated records.

WHEN ASSIGNED TO TRANSPORTATION:

- 1. Supervises and coordinates daily operations and maintenance of the county's solid waste transportation system.
- 2. Supervises heavy truck drivers and equipment; trains, coaches and disciplines drivers as required.
- 3. Monitors performance and efficiency of transportation system; recommends and implements changes in policies, procedures, and schedules as required.
- 4. Directs trucks to appropriate sites based on real-time communications with other site supervisors and subordinates. Utilizes technology to facilitate efficient dispatching of fleet to transport garbage and recyclables.
- 5. Ensures compliance with DOT vehicle requirements, CDL rules and regulations. Maintains DOT logs, inspection records, and associated records as required.

WHEN ASSIGNED TO MAINTENANCE:

- 1. Supervises and coordinates daily operations and maintenance of the county's solid waste sites and equipment.
- 2. Supervises maintenance, grounds keeping, electrician, and other staff; trains, coaches and disciplines subordinates as required.
- 3. Monitors performance and efficiency of repair and maintenance of solid waste systems; recommends and implements changes in policies, procedures, and schedules as required.
- 4. Dispatches staff to perform PM and emergency repairs to solid waste sites and equipment.
- 5. Maintains maintenance database and associated records as required.

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WHEN ASSIGNED TO CASHIERING SPECIALIST GROUP:

1. Supervises and coordinates daily collection and processing of monies at all Solid Waste sites.
2. Supervises cashiering specialists and other staff; trains, coaches and disciplines subordinates as required.
3. Monitors performance and efficiency of cashiering specialists; recommends and implements changes in policies, procedures, and schedules as required.
4. Maintains all financial records related to waste handling.
5. Maintains inventory of Solid Waste facilities, equipment, and supplies.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, management, personnel management, solid waste or related field, plus two (2) years of supervisory/leadership experience; OR, six (6) years of experience in solid waste collection, transfer and disposal operations, or planning, including maintenance and repair of required equipment, including two (2) years of supervisory/leadership experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

A valid First Aid/CPR card is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the practices, procedures and methods followed in operation of solid waste transfer, processing and transportation systems;
- rules, regulations, and permits governing the disposal of solid waste;
- the equipment, materials, and tools used in solid waste operations;
- occupational hazards, safety rules, and regulations;
- first aid/CPR methods and procedures;
- just cause and progressive discipline;
- county personnel rules including grievance handling procedures;
- personal computers.

Ability to:

- plan, organize, schedule, and supervise the work of subordinate employees;
- operate equipment and vehicles used in solid waste operations;
- read, understand and enforce safety rules and regulations;
- perform a variety of manual labor tasks as necessary;

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective working relationships with superiors, subordinates and co-workers;
- deal tactfully and courteously with the general public;
- maintain complete and accurate written records and prepare required reports;
- communicate effectively both orally and in writing;
- develop and maintain spreadsheets to track and analyze data.

PHYSICAL EFFORT

The work may involve some strenuous physical exertion.

SUPERVISION

The employee will receive general direction from the Solid Waste Operations Manager or designee. The work is performed with considerable independence and is reviewed through status reports and meetings. This employee will supervise a variety of subordinate employees including but not limited to Solid Waste Laborers, Transfer Station Operators, Heavy Truck Drivers, Maintenance staff, Equipment Operators, Site Attendants, and Cashiering Specialists.

WORKING CONDITIONS

The majority of the work is performed outdoors at various solid waste transfer stations, drop box sites, and various solid waste facilities. Paperwork is done in an office. Employees are exposed to unpleasant odors, dust, mud and other hazards as well as all types of weather conditions. Employees are required to wear County issued safety equipment.

Employees may be required to work evenings, weekends and holidays as necessary; and may be required to work one or more weekend per month with corresponding time off during the normal workweek.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: Pre 1980 as Disposal Foreman and Transportation Foreman
Previous Spec No. 921945
Revised: July 1988, January 1996, October 2000, July 2001, May 2005, November 2005, April 2011, May 2011
EEO Category: 2 - Professionals
Pay Grade: 244 – Classified Pay Plan
Worker’s Comp: 1501 – Hazardous