

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **SOLID WASTE SUPERINTENDENT**

Spec No 1147

### **BASIC FUNCTION**

In coordination with the Solid Waste Director and Operations Manager, plan, coordinate, and manage Solid Waste programs and personnel.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, coordinates, schedules and supervises the work of subordinate supervisors and employees; trains employees as necessary; monitors and evaluates the work of subordinates; conducts various personnel actions including hiring, promoting, coaching and disciplining of subordinates.
2. Participates in, investigates, and makes recommendations concerning the hiring, discipline, transfer and termination of Solid Waste employees.
3. Participates in labor/management meetings and/or negotiations, including contract renewals.
4. Ensures that any employee development program initiated meets the needs of the Department and respective employees as well as the County personnel rules and union mandates.
5. Prepares directives, policies and procedures; gathers information and prepares reports.
6. Develops and evaluates plans and criteria for a variety of projects. Prepares and reviews reports as part of the process of monitoring and communicating performance results.
7. Reviews and analyzes program objectives, policies, procedures and work standards; develops and recommends new or improved objectives, policies, procedures and work standards and coordinates their implementation.

### **STATEMENT OF OTHER JOB DUTIES**

8. Reviews incoming correspondence, memoranda, reports and related materials; summarizes issues and makes recommendations as appropriate.
9. Serves as representative to Solid Waste Division in communicating with regulatory agencies and other organizations/jurisdictions, consultants and contractors.
10. Performs all of the duties of the Solid Waste Operations Manager in the Manager's absence and acts as Solid Waste Director in the Director's absence.
11. Develops and coordinates the Solid Waste training program.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

12. Responsible for oversight of Solid Waste Environmental Services, Financial Systems, Household Hazardous Waste Facility, Program and Planning, research and development and climate change initiatives and projects.
13. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration or a related field; PLUS, four (4) years of supervisory experience and five (5) years experience in the solid waste field; OR, any equivalent combination of training and or experience that provides the required knowledge and abilities. Master's degree preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the practices, methods and materials used in the solid waste industry
- the principles and procedures of personnel management
- the occupational hazards and safety precautions associated with solid waste operations
- the principles and practices of program planning, organization and administration

Ability to:

- investigate, analyze and resolve personnel grievances in an effective and courteous manner
- make independent decisions under pressure
- execute discretion
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply laws, rules, regulations and legislation governing department operations
- establish and maintain effective work relationships with County officials, department heads, associates, subordinates, officials of other agencies and with the general public
- communicate effectively both orally and in writing
- understand and execute oral and written instructions
- prepare a variety of correspondence, reports and other written materials
- allocate and make effective use of available resources

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### KNOWLEDGE AND ABILITIES (Continued)

- work in a team based environment and achieve common goals
- operate personal computers

### SUPERVISION

The employee reports to the Solid Waste Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports, and results obtained.

### WORKING CONDITIONS

The work is performed in an office environment and outside in all types of inclement weather conditions at solid waste disposal sites throughout the County. The employee is exposed to unpleasant odors, dust, and debris. The employee is required to wear County - supplied safety equipment when in the field.

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: February 2008

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 1501 Hazardous