POSITION DESCRIPTION

Solid Waste Supervisor

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 02-03 the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

02-03 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

SOLID WASTE SUPERVISOR

General Description of Responsibilities:

Under the direction of the Solid Waste Manager, assists with the management and operation of the County's solid waste disposal operations and facilities. Problems encountered are usually of a simple or routine nature. Work is performed with moderate latitude for the exercise of independent judgment and action. Work is performed both indoors and outdoors and may involve physical effort.

Examples of Work:

1. Drive various departmental vehicles on public highways to transport solid waste from designated collection sites. Drive roll-off trucks to convenience stations to collect and transport deposited solid waste. Transport solid waste to the County's Transfer Station.

2. Supervise departmental personnel. Prepare and approve daily work schedules, direct and review work, and provide occasional training to departmental employees.

3. Operate a variety of heavy and light equipment and vehicles in support of the County's solid waste disposal operations. Operate mowers, chippers, automatic leaf loaders, tractor-mower machines, small tractors, sprinkler trucks, snow plows, dump trucks, front-end loaders, bull dozers, and other assorted equipment and tools in the performance of job related duties.

4. Inspect convenience stations to confirm operating status and the maintenance of a good overall appearance and cleanliness.

5. Perform routine maintenance and repair on vehicles and light equipment.

6. Clean department offices and facilities. Clean, sweep, mop, and empty trash and departmental offices and facilities.

7. Answer the telephone located at closed County landfill on an occasional basis. Answer calls and direct inquiries to appropriate County personnel.

8. Order materials, supplies, and parts for Department of Solid Waste.

9. Perform other duties as required.

Employees Directly Supervised:

Solid Waste Operator/Drivers as authorized by Solid Waste Manager
Temporary and Seasonal employees as authorized by Solid Waste Manager

Qualifications:

Education and Experience:

Education equivalent to completion of high school and at least three (3) years of training and/or experience in the operation of large motor vehicles and light equipment. Must possess a valid Virginia commercial driver's license and Virginia Waste Management Facility Operator Certification Class I (or obtain same within six (6) months of employment).

Knowledge, Skills, and Abilities:

Must be capable of undertaking work requiring moderate physical effort. Ability to follow exactly oral and written instructions. Thorough knowledge of rules and regulations governing solid waste disposal. General knowledge of the operation and repair of large vehicles and light equipment. General knowledge of safety rules and regulation governing the operation of motor vehicles on public highways. General knowledge of accident prevention techniques and practices.

Position Description First Approved and Adopted:			
Latest Revision:		1996	
Position Class:	Supervisor/Specialist	**Status:**	Permanent/full-time
FLSA Status	Non-exempt	**Initial Starting Salary Range:** $20,000 - $23,500	