

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB151 Solid Waste and Recycling Supervisor
POSITION #/TITLE: 0023, 0191, 0949 Solid Waste and Recycling Supervisor	Adopted: 07-97
	Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Utilities/Solid Waste and Recycling	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 1245/NB219/Solid Waste and Recycling Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications, Word, Excel, Power Point, Access
Personal Protective Equipment: Safety Boots (Steel Toe and Puncture Resistant Sole)	

General Statement of Duties

Supervises the operation of the City’s solid waste, and/or yard waste and/or recyclable collection programs and activities and assists with general equipment specifications and purchases; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of Solid Waste and Recycling Driver Collectors and Solid Waste and Recycling Laborer Extra Drivers.

Examples of Essential Work (Illustrative Only)

Supervises solid waste and/or yard waste, and/or recyclable collection operational procedures, processes and programs;
 Assists with the solid waste, yard waste, or recyclable collection operations, as required;
 Performs daily opening and/or closing of the Solid Waste and Recycling operations as required;
 Responsible for monitoring the daily attendance and approving and authorizing exception time of section employees by using the City’s time recording system;
 Coordinates annual, monthly and weekly work schedules and plans special projects with the Solid Waste Recycling Operations Manager;
 Participates in the interviewing of prospective candidates for employment;
 Establishes job priorities and time frames for solid waste, yard waste, or recyclable Driver Collectors and Laborer Extra Driver collection staff;
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
 Trains employees on equipment, task procedures, work standards and proper safety procedures;
 Holds bi-monthly (twice each month) “tailgate” meetings, including preparing meeting agendas, with respective collection crews to discuss and address operational issues and concerns.
 Monitors selective budgetary activities for the solid waste, yard waste, or recyclable collection programs and activities;

Collects, monitors and analyzes solid waste, yard waste, or recyclable data such as truck weights, times and mileage and prepares reports on activities as required;

Manages collections on private property, alley elimination, annexations, and garbage collection in the downtown cores of the City;

Monitors the development and implementation of regulatory compliance standards;

Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of solid waste, yard waste, or recyclable collection improvement systems;

Purchases minor equipment for the solid waste, yard waste, or recyclable collection section;

Provides input and general assistance in the preparation of specifications for new vehicles, truck bodies and equipment purchases through contact with equipment vendors for equipment information, and occasionally consults with other City departments on specifications for, trucks and operational equipment;

Assists in the development of purchasing specifications and requests for proposals for the purchase of recyclable materials and services;

Monitors new advances in refuse, organic and recycling systems and collections and ensures dissemination of relevant information and material to Solid Waste and Recycling Superintendent;

Operates, as required, the various pieces of equipment in the Solid Waste and Recycling Division to ensure timely collection operations and adherence to City, State and Federal Codes;

Serves as liaison to internal and external customers by responding to requests and inquiries concerning programs, policies, procedures, time lines, solid waste, yard waste, or recyclable data generation, analysis and reports;

Represents Division in Public Services projects, assists in neighborhood clean-ups, makes presentations to schools, community groups, solid waste staff, and at other public meetings on all solid waste, yard waste and recyclable collection programs, conducts group tours of the solid waste facility and staffs educational displays at various locations throughout the City;

Recommends solid waste, yard waste, or recyclables collection planning projects;

Participates in the renewal of department's Federal license for two-way radios;

Participates in the preparation of Division's annual overweight exemption applications to the Iowa Department of Transportation (IDOT) for solid waste, yard waste, or recyclable collection section;

Investigates and records information at accidents involving department vehicles;

Monitors local State and Federal transportation and safety laws, regulations and requirements and assures Division's compliance;

Prepares reports and keeps records as required;

Serves on various City Committees as required;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principals and practices of solid waste, yard waste and recyclables collection operations and programs;

Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for environmental compliance of solid waste, yard waste and recyclables collection activities;

Thorough knowledge of the operating and maintenance requirements of solid waste, yard waste and recycling collection equipment and tools and standard practices of automotive service and mechanic trade;

Thorough knowledge of the operation of tools and equipment used in the collection, transportation and disposal of solid waste, yard waste, other organics and recyclables including side loading, side loading co-collection, side loading fully automated, rear loading, rear loading co-collection, single or tandem axle garbage packer or recycling truck, 1-ton truck or hook lift roll off truck and all their mechanisms for loading and unloading;

Thorough knowledge of vehicle towing and recovery techniques;

Thorough knowledge of collection route design principles and practices;
Thorough knowledge of public relations principles, practices and techniques;
Good knowledge of the transportation of hazardous materials, their handling and containment;
General knowledge of preparing recyclables for end markets and marketing recyclable materials;
Ability to plan, organize and supervise solid waste, yard waste, or recyclable collection operations;
Ability to read and interpret environmental regulations, technical specifications and contracts;
Ability to train, assign, motivate, discipline, evaluate and supervise the work of solid waste, yard waste or recyclables Driver Collectors and Laborer Extra Driver employees;
Ability to work cooperatively, communicate effectively and establish and maintain effective working relationships with the Solid Waste and Recycling Division's Superintendent, Supervisors, Administrative Assistants, Driver Collectors and Laborer Extra Driver employees as well as other City employees, State and local elected officials, professional consultants, subcontractors, maintenance personnel, contractors, vehicle operators, and the general public both orally and in writing, using both technical and non-technical language to accomplish job responsibilities;
Ability to prepare accurate and reliable reports using both technical and non-technical language containing findings, recommendations and conclusions for a variety of solid waste, yard waste, or recyclable collection regulatory compliance activities;
Ability and proficiency in operating a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School, or a GED, supplemented by additional course work in business management; and
Considerable experience in solid waste, yard waste and recyclables collection operations; and
General education and training in the skilled automotive and heavy equipment repair trades; or
Any equivalent combination of experience and training, which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Iowa Commercial Drivers License (Class B) with air brake endorsements and valid Medical Examiners Certificate.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to read trade journals, publications, technical documents, inspect solid waste, yard waste and recyclable collection activities and understand and interpret regulatory guidelines;
Sufficient manual dexterity, which permits the employee to operate a vehicle, computerized equipment, other office equipment and use hand and power tools;
Sufficient personal mobility, which permits the employee to inspect equipment maintenance activities and participate in solid waste, yard waste and recyclable collection program operations.