

Title: Supervisor of Solid Waste
PG: 54
Status: Civil Service
Position Reports to: Manager of Solid Waste
Department: Public Works

Class Code: 8060
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is supervisory work in directing the City's solid waste collection activities. Work involves the responsibility of supervising the activities of several crews collecting solid waste and recycling (MSW) from commercial or residential customers. Insures the work is effectively scheduled, the routes are effectively balanced and that service is provided in accordance with City ordinances and division policy. Work is reviewed through meetings and conferences with the manager and evaluated for desired results.

ESSENTIAL FUNCTIONS:

1. Assist with training of personnel in the proper operation and maintenance of collection equipment.
2. Prioritize and oversee implementation of daily workload demands versus availability of collection equipment and personnel.
3. Coordinate with Fleet Management for maintenance and repair of Solid Waste vehicles.
4. Prepare daily work schedules and dispatch field personnel.
5. Oversee the progress of work performed to ensure task completion with optimal efficiency and best management practices.
6. Oversee collection routes are inspected to ensure work assignments are being done to City standards and are within City of Lakeland Solid Waste Division's standard operating procedures.
7. Communicate with both internal and external customers through various means to address service requirements or operational concerns as it pertains to Divisional and City policy regarding refuse collection.
8. Investigate reports of City Code, Chapter 86, violations and issue citations when warranted.
9. Assist drivers and crews with work related problems.
10. Document notable incidents of individual work performance, safety practices, and concerns.
11. Responsible for Performance Planning Reports; including the research, analysis, preparation and presentation to employees.
12. Investigate and document workplace incidents, accidents, and injuries in conjunction with Risk Management.
13. Administering disciplinary actions according to City and Divisional policy; after verifying facts, analyzing data, and checking legal aspects or ramifications, before presenting document to upper management.

ADDITIONAL RESPONSIBILITIES:

1. Ability to present to groups.
2. Must be available for rotating shifts of Standby and Call-out after hours and on weekends.
3. Must be available for rotating early and late shifts for start-up and close-down hours.
4. Must be available for special after-hour events and functions as needed.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of practices and equipment necessary in the collection and transportation of municipal solid waste.
2. Considerable knowledge of the City's ordinances relating to the collection of solid waste.
3. Knowledge of the operation and use of solid waste collection equipment.
4. Knowledge of methods and procedures for scheduling the collection of solid waste.
5. Basic knowledge of Microsoft Office Suites.

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6. Ability to plan, lay-out, coordinates and schedules the work of several solid waste crews.
7. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires light to medium physical work that involves walking, standing, driving most of the time, and also involves exerting between 20 and 50 pounds of force on periodic basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

When performing field work, the job risks routine exposure to significant environmental hazards; including; bright/dim light, dust and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, and moving machinery, as well as possible exposure to disease/pathogens and toxic/caustic chemicals.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Five (5) years of experience on a solid waste collection unit with a proven demonstrated track record of career development and advancement. Three (3) years of experience leading a labor crew.
3. Completion of City University Level II Supervisory Training Core or completion within eighteen (18) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Class "B" Commercial driver's license with appropriate endorsements as are required by the employing department.
2. Must maintain a valid home telephone number.
3. Completion of the Solid Waste Safety Training Manual within 90 days from date of hire.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.