

## REFUSE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for supervising the work of crews composed of Motor Equipment Operators and Laborers engaged in the collection and disposal of refuse and recyclables. The work involves exposure to all kinds of weather conditions. The position may involve participating in refuse collection activities of a physical nature including the operation of motorized equipment. The work is performed under the general supervision of a higher level superior with leeway allowed for the exercise of independent judgements regarding the activities of the crews. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the collection and disposal of refuse, recyclables, construction and demolition debris, white goods (appliances) and yard waste;  
Schedules work projects and makes individual work assignments to crew members based on priorities set by others as well as the abilities of individual crew members;  
Orally instructs crew members in the activities and tasks to be performed and answers their questions concerning work procedures;  
Provides and explains simple written guidelines for work if they are available;  
Observes work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;  
Maintains written records of work performed and materials and labor used;  
Schedules maintenance and fueling of refuse collection, recyclables collection, and white goods (appliance) collection vehicles;  
Responds to citizen concerns and complaints;  
Coordinates operations with the County landfill, recycling centers and disposal contractors.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods, materials, tools and terminology used in the collection and disposal of refuse and recyclables;  
Good knowledge of safety precautions used in the collection and disposal of refuse and recyclables;  
Good knowledge of collection vehicle operation as well as routine maintenance activities;  
Ability to supervise the work of others;  
Ability to understand and follow oral and written instructions;  
Ability to give clear and concise oral instructions;  
Ability to prepare written reports of materials, equipment and labor used;  
Ability to maintain effective working relationships with the public, County landfill, recycling centers and disposal contractors;  
Willingness to work in adverse weather;

Willingness to respond to emergencies and work overtime;  
Good judgement;  
Dependability;  
Initiative;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three years of experience in the operation of refuse and recyclable goods collection vehicles used in a municipal setting, where refuse and recyclables are placed at the curb in containers for collection and transportation to the appropriate disposal site.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Commercial Driver's License (CDL).

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COMPETITIVE