

Job Title: **Solid Waste Superintendent**

Classification: **Exempt - Admin**

Department: Public Works



Division: Solid Waste Management

Supervisor: Public Works Director

Effective: 10/01/2013

I. JOB SUMMARY

This position requires a thorough working knowledge of administrative and management procedures, solid waste collection and disposal operations. Under the direction of the Public Works Director, coordinates the operation, activities and personnel of the Department of Residential Solid Waste. This individual supervises several employees.

II. EDUCATION REQUIREMENTS

- Requires a high school diploma or equivalent; or five (5) years' of progressive responsible experience in municipal operations, preferably in solid waste operations.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "CDL" license from the Texas Department of Public Safety.

IV. SKILL ABILITY REQUIREMENTS

- Requires knowledge of solid waste disposal and collection procedures, with knowledge of municipal operations and administration including a comprehensive and sizeable budget.
- Other specialized job requirements include experience in vehicle and equipment maintenance, ability to supervise and train others, and ability to work well with others.
- Must possess, or be able to obtain at a minimum a Class B Solid Waste Operator License within the designated schedule under 30 TAC 330.125 which lists the appropriate combination of classroom instruction and on the job training and a TDH Vector License.

V. ESSENTIAL JOB FUNCTIONS

- Supervises department supervisor(s) and support staff.
- Schedules and assigns employees to undertake departmental operations using work procedures and workflow requirements as template.
- Issues written and oral instructions.
- Creates a positive team-oriented environment through employee development and motivation.
- Prepares reports from individual reports of subordinates.
- Reviews errors and complaints.
- Administers adopted budget in assigned area of responsibility.
- Oversees and evaluates programs
- Evaluates needs and formulates recommendations
- Coordinates with private contractors providing solid waste services for the City, to ensure contractor compliance with time and budget parameters for the activities.
- Responds to public concerns or other inquiries relative to policies and procedures. Evaluates issues and options regarding solid waste and makes recommendations.
- Oversees personnel needs of the department including hiring, transferring, coaching, and training of staff.
- Provides input into termination, compensation, and promotion decisions.
- Motivates, coaches, counsels and disciplines staff according to City and departmental policies and procedures.
- Provides training and presentations for staff as needed.
- Maintains accurate records and prepares required reports and maintains appropriate files on area of responsibility.
- Maintains daily attendance records for all employees within the assigned area of responsibility.
- Attends meetings, conferences etc. as directed by the Public Works Director.
- Answers questions regarding collection procedures and collection operations.
- Drafts correspondence, places telephone calls, and complete other administrative, supervisory or technical tasks related to collection operations within assigned area of responsibility.
- Performs other appropriate duties as required.
- Duties involve considerable, bending, lifting, digging, carrying or walking and/or using force equal to lifting 25-50 pounds.
- Meets with management during times of severe weather to coordinate daily activities as well as prepare city for event as well as for potential clean up post event.
- Perform other related duties as assigned by the Public Works Director.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Attend special events when needed.

VII. EQUIPMENT/MATERIALS

General office, safety equipment/materials, and various other equipment related to the operation of the solid waste department to include but not limited to the following:

- Personal computer
- 10 key calculator
- Printer
- Manual Hole Puncher
- Sanitation truck
- Brush truck

VIII. WORK ENVIRONMENT

The individual works indoors in a well-lighted, air-conditioned office and outdoors in all types of weather conditions to oversee the activities and operations of the department. The job has some hazards and the physical demands are moderate to extreme. Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)		X		
Working near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or caustic chemicals			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		
Noise			X	

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.

X. PHYSICAL DEMANDS ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (w hole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%

I understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description:

Print Name

Signature

Date