



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 571.3

Job Title: **SOLID WASTE SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Provides leadership, training and supervision to personnel engaged in solid waste management/recycling operations.

RESPONSIBILITIES:

- Supervises the daily operational activities of a solid waste district, including the collection, transportation and disposal of solid waste/recyclables.
- Issues work assignments and schedules and/or reassigns personnel to meet workload demands. Trains employees in operation techniques.
- Investigates and responds to incidents, public inquiries and vehicle accidents; resolves problems.
- Coordinates and provides special collection services for various community based programs, such as Adopt-A-Container, marathons and festivals.
- Compiles and maintains a variety of district records on such items as vehicles and equipment, personnel and collection. Prepares and submits required management reports.
- Verifies disciplinary actions, overtime reports and employee performance evaluation reports.
- Makes public appearances or engages in public speaking for civic associations and community based meetings.
- Reviews operational policies and procedures. Recommends changes and/or improvements as appropriate.
- Assists in formulating and preparing budget and cost analyses.
- Verifies automated route container inventory. Supervises distribution of automated containers. Prepares maps for collections and automation.
- Assists in conducting special departmental studies and reports, including time and motion studies for the entire quadrant.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certification.

License: A Class "D" Letter of Competency from the Texas Natural Resource Conservation Commission (TNRCC) or equivalent credential from another state must be obtained within twelve months of employment.

SPECIFICATIONS: (continued)

EXPERIENCE:

Three years of experience in solid waste operations or a closely related field are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Solid Waste Supervisor

Effective Date: October 1990

Revised Date: September 2014