

COMPOST CREW SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for supervising and carrying out the daily operations of the Compost Facility which includes overseeing the operation of compost facility. The incumbent supervises the work of a crew composed of Heavy Equipment Operators, Motor Equipment Operators, Laborers, etc. engaged in composting activities. The incumbent must be able to operate all of the equipment assigned to the Compost Plant and is expected to fill in on this equipment when necessary to cover all positions. The work involves exposure to all kinds of adverse conditions. The work is performed under the general supervision of the Compost Plant Director. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only): Supervises the operation of the County Compost Facility in the disposition, processing and disposal of a variety of solid waste in accordance with regulations established by the New York State Department of Environmental Conservation and the Delaware County Solid Waste Management Plan; Ensures safety procedures and guidelines are followed; Oversees the daily activities of employees assigned to the Compost Facility to assure only authorized waste is managed, equipment is operating properly, materials are being processed properly and rules and regulations are followed; Makes individual work assignments to crew members based on priorities and 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; Develops employee work schedules and reports hours worked for payroll purposes; Oversees the scheduling and performance of maintenance and repairs on equipment, buildings and vehicles; Responsible for the inventory of tools, equipment and parts. Oversees employees assigned to keep inventory in good working order. Makes recommendations to the Plant Manager for inventory replacements, additions and deletions; Assists in the preparation of the preliminary annual budget requests; Maintains standard daily operational records; Provides the Plant Manager with input required to prepare periodic reports as may be required by the Commissioner of Public Works or the State Department of Environmental Conservation; May make recommendations to the Plant Manager relating to the directions and progress of the compost operation; Operates heavy motor equipment and performs routine maintenance on such equipment; Reports directly to the Plant Manager; oversees the operation of the composting plant, ensures that compost production meets quality standards; Reviews incoming waste to ensure that it meets County guidelines and reports all violations to both the driver of the delivery truck and the Plant Manager; May schedule hauls of compost to market by County forces and private haulers.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of mechanical/electrical, computer controlled processing equipment, manufacturing processes, safety procedures and guidelines. Good knowledge of the proper operation and maintenance of equipment employed in solid waste composting; Working knowledge of applicable state, federal and local rules, regulations and laws pertaining to the operation of the compost facility; Ability to plan, assign and supervise the work of others; Ability to communicate effectively; Ability to establish and maintain effective working relationships; Ability to read and understand moderately complex written material; Ability to prepare written material; Ability to operate heavy equipment; Good judgment; Tact; Courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three years experience with a compost management facility which shall have included supervisory experience and the operation and/or maintenance of heavy equipment and operation of automation controls for material handling; OR

Four years combined experience in:

- A. Solid waste management facility operations, including but not limited to: landfill, recycling, transfer station, composting, construction and demolition debris handling; AND
- B. Operation and/or maintenance of heavy equipment and operation of automation controls for materials handling: AND
- C. Supervisory experience.
- D. An equivalent combination of experience as listed in (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

- A. Eligibility for an appropriate level N.Y.S. Driver's License at time of application. Possession of license at time of appointment and maintained throughout employment.
- B. Must complete any required training(s) as specified by the NYS Department of Environmental Conservation or the US Environmental Protection Agency required for compost operations.

Adopted 7/9/15

Revised 2/19/16