

SOLID WASTE CREW SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for supervising and carrying out the daily operations of the Solid Waste Management Center (SWMC) including overseeing the operation of the Materials Recovery Facility (MRF), Leachate storage and monitoring system, scale house, convenience station, landfills and materials processing. The incumbent supervises the work of a crew composed of Heavy Equipment Operators, Motor Equipment Operators, Laborers, etc. engaged in landfilling and recycling activities. The incumbent must be able to operate all of the equipment assigned to SWMC and is expected to fill in on this equipment when necessary to cover all positions. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Solid Waste Director. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only): Supervises the operation of the County SWMC in the disposition 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; Oversees the activities of employees assigned to the SWMC to assure only authorized waste is managed, minimum cover requirements are met, proper grades are maintained and that the area is kept free of loose papers; Oversees the sorting and preparation for transport of recyclable materials in the MRF; Oversees maintenance of road system at the SWMC including routine maintenance, snow and ice removal; Coordinates the scheduling of hauls from town operated transfer stations to the SWMC; Schedules hauls of recyclables to market by County forces and private haulers; Oversees the maintenance of the Leachate storage and monitoring system, coordinates the scheduling of Leachate hauling to Waste Water Treatment plants; 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 SWMC employee work schedules and reports hours worked for payroll purposes; Patrols and inspects the SWMC daily observing conditions and monitoring wells, storage facilities and potential hazards; Oversees the scheduling and performance of maintenance and repairs on SWMC disposal equipment, buildings and transfer system vehicles; Responsible for the SWMC inventory of tools, equipment and parts. Oversees employees assigned to keep inventory in good working order. Makes recommendations to the Solid Waste Director for inventory replacements, additions and deletions; Assists in the preparation of the preliminary annual budget requests; Maintains standard daily SWMC operational records of solid waste tonnage, equipment maintenance and repair, cover material used, quantity of Leachate generated from primary and secondary systems, quantity of Leachate stored and transported, and labor hours worked; Provides the Solid Waste Director 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 Solid Waste Director relating to the directions and progress of the County solid waste operation; Operates heavy motor equipment and performs routine maintenance on such equipment at the SWMC site.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices, methods and equipment employed in solid waste transfer and landfill disposal operations including landfilling methods, drainage methods, cover methods and compaction methods; Good knowledge of the proper operation and maintenance of

equipment employed in solid waste disposal, processing and transfer; Working knowledge of principles and practices of recovery of recyclable materials; Working knowledge of applicable state, federal and local rules, regulations and laws pertaining to the operation of the landfill; 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 solid waste management facility which shall have included supervisory experience and the operation and/or maintenance of heavy equipment; 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
- 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.
- B. Must complete annual landfill operators course as required by the Department of Environmental Conservation.

Adopted 2/1/89

Revised 4/9/92, 5/22/95, 3/27/03, 12/5/07, 3/17/10