



JOB POSTING # 20-001

SOLID WASTE SUPERVISOR

Public Works Department

SALARY RANGE: \$43,267 - \$61,623

OPEN UNTIL FILLED

Position involves the planning, managing and coordination of solid waste collection, landfill operations, recycling operations and applicable personnel to ensure efficient and effective City operations. Performs other duties as required for the daily operation of the division.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Public Works Director
2. Directs: Landfill Foreman, Sanitation Foreman, Recycling Technician and applicable staff
3. Other: Works with City departments/division and the public

Essential Job Functions:

1. Manages, directs and coordinates solid waste collection, landfill and recycling operations and support personnel
2. Prepares and maintains appropriate records as required by local, state and federal agencies
3. Directs and assists in the maintenance and operation of heavy equipment (including, but not limited to, landfill compactors, bulldozer, collection vehicles, hydraulic excavators, backhoes, loaders, etc.)
4. Trains, motivates and evaluates assigned personnel an administers division's safety program
5. Operates and maintains environmental monitoring equipment
6. Ascertaines waste disposal activities follow public health, environmental and safety regulations
7. Prepares and maintains a variety of written records; calculates cost of services and prepares annual budget
8. Formulates operational plans to deal with emergencies
9. Attends and participates in staff meetings and related activities; attends workshops, conferences and classes to increase professional development
10. Required to work extended hours and Saturdays as necessary

MINIMUM QUALIFICATIONS: Current TCEQ Class A Solid Waste License; 3 years' experience in the collection and/or disposal of solid waste; one year of which must have been in supervisory capacity involving public contact and record keeping; Valid Commercial Driver's License or ability to obtain within three (3 months); **Preference:** Bachelor's degree in related field; **Acceptable equivalency:** Any combination of training and experience providing knowledge, skills and abilities required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Principles of supervision, training, and performance evaluation; Pertinent Federal, State and local codes and regulations pertaining to area of assignment; Operation of light, medium and heavy equipment used in solid waste operations; Practices of budget preparation and administration including record keeping and report preparation; Occupational hazards and standard safety practices necessary in solid waste management - **Skill to:** Operate light, medium and heavy construction equipment; Operate a motor vehicle safely; Operate test equipment - **Ability to:** Supervise, train and evaluate staff; Ensure the maximum utilization of manpower, equipment and supplies; Train others in the use of light, medium and heavy equipment; Apply standard practices in Landfill operations; Work irregular hour; Maintain accurate and complete records; Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; Communicate clearly and concisely, both orally and in writing; Establish and maintain a positive working environment

EMPLOYEE BEHAVIOR AND CONDUCT

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

Position requires: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant may be required to pass pre-employment physical examination, drug screen and background investigation.

Applications available at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363 or download at www.cityofkingsville.com For additional information: Call 361-595-8017 or E-mail hadmin@cityofkingsville.com EOE