



BINGHAM COUNTY **CLASS SPECIFICATION**

SOLID WASTE SUPERVISOR

Salary: \$17.82/hr
Closing date: Open until filled

Pay Grade: N20

FLSA Designation: Non-Exempt

Purpose of Class/Primary Function

Under general direction, plans and manages countywide transfer station, landfill operations, and recycling operations; coordinates solid waste processing operations with Planning and/or Engineering staff; work is performed under supervision of the Public Works Director but considerable latitude is granted for the exercise of independent judgment and initiative; the principal duties of this class are performed in a general office environment and field environment that includes field inspection duties; performs related duties as assigned.

Distinguishing Characteristics

This is a single-position class that reports directly to the Director of Public Works; it is distinguished from all other Solid Waste classifications in that it is responsible for coordination of all solid waste and recycling operations, including long-range planning of all transfer station and landfill operations, rather than for daily operations of a single transfer station or landfill.

Essential Duties and Responsibilities

The following is a general description of essential duties but is not necessarily inclusive of all responsibilities:

- Through subordinates, supervises the safe and efficient transport and disposal of solid waste, including both household, industrial, and household hazardous waste; supervises ancillary solid waste operations including equipment operations and repair, recycling, and enforcement of all regulatory requirements.
- Coordinates solid waste processing operations with Planning and/or Engineering staff, as required, to ensure the success of new programs and facilities; analyzes field operations and formulates improvements to ensure compliance with all federal and state regulations; performs long-range planning for staffing needs, equipment replacement, and other operational requirements.
- Manages the development, revision, and implementation of policies and procedures for solid waste field operations; assists the Director of Public Works with drafting annual budget for transfer station and landfill operations, drafts Requests for Proposals (RFP's) for equipment and services, and in representing the division in negotiations with vendors and service providers
- Prepares periodic tonnage reports; reviews fee structure and makes recommendations for changes; prepares written reports and makes oral presentations for the Board of County Commissioners.

- Selects and trains operations staff; assists the Director of Public Works in resolving the most difficult operation or supervisory problems; establishes standards, evaluates employee performance, and participates in the disciplinary process.
- Represents the division with the public and with private waste haulers regarding safety and operation issues;
- Implements and supervises compliance with state and federal safety and environmental regulations; conducts all environmental monitoring to comply with federal, state, and County laws and regulations;
- Responds to inquiries, suggestions, complaints and other comments from the public, the news media, and other interested and affected groups;
- Researches and responds to questions or problems regarding solid waste or landfill raised by the County Commissioners, Public Works Director, other County departments, outside agencies, and the public;
- Performs all work duties and activities in accordance with County, federal, state, and other applicable policies, procedures, and safety practices.
- Other duties as assigned.

Minimum Requirements

Knowledge of:

- Solid waste and recycling disposal operations, materials, methods, principles, practices, and equipment necessary for efficient disposal and/or transfer of refuse or recyclable material;
- Federal, state, County, and local health, environmental and safety statutes, ordinances, and codes;
- Supervisory, employee evaluation, and training methods;
- Federal (OSHA) and state regulations and County policies regarding safety training and safe work practices.

Ability to:

- Follow written and oral instructions;
- Plan, organize, prioritize, and delegate work;
- Read and interpret legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams;
- Learn and adapt to changing laws and regulations pertaining to solid waste management and disposal;
- Foster cooperation among subordinate staff;
- Work cooperatively as part of a management team;
- Implement a job and safety training program;
- Supervise, train, and assist in the evaluation and discipline of employees;
- Operate a motor vehicle;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, staff, supervisory personnel, state and local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, and meet deadlines
- Demonstrate integrity and ingenuity in the performance of assigned tasks.

Experience and Training

- High school diploma or GED required
- Certificate in Solid Waste issued through the Solid Waste Association of North America is preferred;
- Three (3) years of experience in construction or field operations, at least one year of which must have been in supervision and at least one year in the solid waste field; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho Class A CDL drivers license required;
- First Aid and CPR certification is required within six (6) months of appointment to the position.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees by telephone and two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare, review, and interpret a variety of written documents, maps, diagrams, plans, and specifications;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer and office equipment and operate a motor vehicle;
- Sufficient strength to lift and carry objects up to 25 pounds regularly and occasionally lift or move objects up to 50 pounds;
- Sufficient personal mobility, strength, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and stand for long periods of time; and work in office and field environments.
- The employee is regularly required to stand; sit; and walk over rough or uneven terrain while performing inspections. The employee is frequently required to use hands to operate manual and powered tools and office equipment; to handle or feel; to reach with hands and arms; and to climb or balance.

Additional Information: Work environment may regularly expose the incumbent to such conditions as unpleasant odors, diesel exhaust, hazardous materials, extreme weather conditions, and hazards from moving vehicles and equipment.

How to Apply

An **Application** may be picked up at the Bingham County Courthouse, Department of Human resources, Room 110 or you may find it on our website: www.co.bingham.id.us.

When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address above or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, the postmark must be by the closing date of this job posting. You may also fax the paperwork to (208) 782 2681 or email it to: lpope@co.bingham.id.us.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.