

## REFUSE COLLECTION SUPERVISOR

### NATURE AND VARIETY OF WORK

This is responsible, first-line supervisory, and administrative work in administering a County-operated refuse collection system. Work involves the responsibility for planning, organizing, and supervising the collection of refuse by county collection contractors and County work forces. Work is performed with considerable latitude for independent judgment under the direction of a higher level management position.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16-102(59)).

Plans, organizes, and directs all programs and activities of the Refuse Collection Division which includes the collection of residential refuse by County contracted collectors.

Receives, investigates, and takes appropriate action on service complaints from County residents concerning maintenance of schedules, contractual negligence, violations of regulations, etc.

Makes spot inspections of established routes to insure schedules are maintained and service is in accordance with contract specifications.

Reviews and prepares daily/weekly/monthly reports for management on refuse collection operations in order to make them aware of the current status of sectional/divisional activity.

Monitors the use and operation of County vehicles/equipment by inspecting such items in order to determine if they are being operated/used in accordance with departmental rules and regulations.

Prepares and conducts meetings and training sessions for inspectors concerning refuse collection operations, in order to make them more efficient and proficient in assigned work activities.

Investigates accidents/injuries involving County inspectors in order to determine the nature and cause of the incident and to determine future preventative measures.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of methods and problems associated with collecting refuse.

Considerable knowledge of refuse collection routing and manpower utilization.

Considerable knowledge of laws, ordinances, and regulations relevant to the collection of refuse.

Skill in interpretation of refuse contractual requirements and specifications.

Ability to plan, organize, and direct large scale activities in refuse collection.

Ability to communicate both orally and in writing.

Ability to prepare a variety of records and reports.

#### MINIMUM QUALIFICATIONS

Graduation from high school or an equivalent G.E.D. plus two (2) years of environmental enforcement or solid waste management experience and two (2) years of supervisory experience; or any equivalent combination of training and experience which has provided the required knowledges, skills and abilities.

#### CONDITION OF EMPLOYMENT

A valid Maryland State driver's license is required upon appointment.

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