

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Solid Waste Operations Supervisor**

<b>BAND:</b> <b>C</b>	<b>GRADE:</b> <b>4</b>	<b>SUBGRADE:</b> <b>3</b>	<b>CLASS CODE:</b> <b>J23-7743</b>
<b>DEPARTMENT:</b> Solid Waste	<b>ACCOUNTABLE TO:</b> Varies	<b>Job Family:</b> Trades – Maintenance & Operations – Solid Waste	<b>OVERTIME STATUS:</b> Non-Exempt

**JOB SUMMARY:** The Solid Waste Operations Supervisor performs a variety of supervisory duties related to solid waste operations and proper handling of municipal solid waste and associated materials; coordinates projects with other agencies, utility companies and contractors.

**DISTINGUISHING CHARACTERISTICS:** Solid Waste Operations Supervisor class is distinguished from the Solid Waste Class A Driver I, Solid Waste Class A Driver II, and the Solid Waste Heavy Equipment Operator and Lead Heavy Equipment Operator - Solid Waste classes by full supervisory authority over these classifications. The Solid Waste Operations Supervisor is distinguished from the Senior Manager I class which has overall responsibility for solid waste operational programs and projects.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (Position assignments may vary.)	<b>BAND/ GRADE</b>
1.	Supervises maintenance operations in the area or site locations assigned; completes and maintains records and logs for reports, work orders, worker hours and materials and equipment used; receives and responds to on call and call-out requests; monitors crews and inspects job sites; plans and schedules maintenance activities.	C4
2.	Obtains quotes, estimates and prices; develops bid specifications; solicits and evaluates bids; procures materials, supplies and services. Tracks equipment service records, calls for maintenance or service/repairs to be completed.	C4
3.	Interpreting drawings and sketches; coordinates Solid Waste projects with other agencies, utility companies and contractors. Ensures that projects are completed to conform with solid waste regulations, responds to regulators' inquiries as needed.	C4
4.	Confers with management regarding project priorities; participates in discussions and makes recommendations regarding long range goals, cell expansions, staffing levels and equipment needs.	C4
5.	Responds to inquiries and complaints requiring a supervisor's attention. Receives and responds to on call and call-out requests. Responds to emergencies, fires, hazardous waste spills, and inclement weather situations. Has the authority to close facilities based on inclement weather procedures and/or safety issues that may occur.	C4
6.	Supervises subordinates; prioritizes, assigns and monitors work; approves leave requests; evaluates performance; recommends and implements decisions regarding employee selection and discipline; ensures operational resources are available and provides staff training.	B2
7.	Performs other duties as required, including acting as Operations Manager if needed to cover absences.	

**Knowledge of:** (Position requirements at entry):

- Supervisory theories and principles;
- Material management techniques;
- Gas collection systems, septage lagoons, well systems;

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- Fill plan maps, grades, and cell excavation;
- Equipment operation, service requirements;
- Equipment and tools used in solid waste operations;
- Road construction principles
- Laws, rules and regulations related to solid waste;
- Safety precautions.

### Skills: (Position requirements at entry):

- Monitoring and evaluating the work of subordinates;
- Understanding and application of solid waste regulations including Title V requirements;
- Soliciting and evaluating bids for equipment rental, materials and services;
- Monitoring of gas collection systems, gas/water monitoring wells, septic lagoons;
- Interpreting drawings and sketches;
- Organizing staff, equipment and materials;
- Using two-way radios and other communication devices;
- Project management techniques;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.

### Training and Experience: (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and seven years of solid waste experience including two years at a supervisory or lead level; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### Licensing Requirements: (position requirements at entry):

#### Required:

- Valid State of Washington Driver's License.
- Successful completion of general employment verification; may be subject to financial background investigation.
- SWANA Manager of Landfill Operations Certification (or ability to obtain within 1 year)
- 40 Hour Hazwoper Certification (or ability to obtain within 1 year)
- Ability to obtain SWANA Transfer Station Certification, if required.

#### Preferred:

Valid Washington State Class A Commercial Driver's License with Air Brakes and Tanker Endorsement

### Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. work in locked down facilities, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects or work out in the field.

### Classification History:

New Class: 02/2022

Revised: 01/2023