

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Scale & Program Supervisor

BAND: C	GRADE: 4	SUBGRADE: 3	CLASS CODE: J23-7643
DEPARTMENT: Solid Waste	ACCOUNTABLE TO: Senior Manager IV	Job Family: Trades – Maintenance & Operations – Solid Waste	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: The Solid Waste Scale and Program Supervisor performs a variety of supervisory duties, accounting duties, and program oversight related to maintaining and operating solid waste operations.			
DISTINGUISHING CHARACTERISTICS: The Solid Waste Scale & Program Supervisor class is distinguished from the Financial Specialist class by the overall responsibility. This classification has a variety of duties ranging from accounting to supervisory to program enhancement.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		BAND/ GRADE
1.	Participates in recruitment, selection, monitoring and evaluation of staff. Assigns, reviews, schedules and coordinates work of Financial Technicians (scale house staff) and financial specialist provides coaching and training to staff as needed. Approves leave requests, evaluates performance. Ensures there is adequate staffing at all three Solid Waste locations, and responds to scale house staff issues or requests. On call for emergencies, alarm calls, employee issues, computer issues, and customer complaints.		C4
2.	Evaluates and implements new methods for tracking and billing of customers and commodities. Oversees projects involving scales, software, camera equipment etc. Obtains quotes, estimates and prices for scale equipment, camera equipment, office equipment, and software related to office, scale, and/or HHW facility.		C4
3.	Confers with Solid Waste Senior Manager and Operations Manager on long range goals, staffing levels, and project priorities as it pertains to Scale House. Recommends practices, equipment, etc. that will provide cost savings or improve efficiency.		C4
4.	Processes monthly statements to charge customers, makes corrections as necessary, notifies customers of past due amounts, sends customers to collection agency as necessary. Processes month end reports on customer counts, tonnages, and special fees. Responds to commercial charge account customers with assistance in reconciling accounts, correcting errors, and uses scale crossing logs, cameras, and software data to analyze accounts. Creates reports for budget and/or regulatory reporting.		C4
5.	Responds to inquiries and complaints requiring a supervisor’s attention; has the depth of knowledge on municipal solid waste regulations and requirements to address complicated issues or materials. May respond to regulators during inspections.		C4
6.	Performs site audits at ; prepares and/or updates policies guides and scale house procedural manuals. Maintains a working relationship with Public Services Accounting to monitor, correct, and audit credit card, charge, and cash transactions.		C4
7.	Other duties as assigned, may include but not limited to representing Yakima County Solid Waste at State or Local meetings, and acting as Solid Waste Manager.		C4
Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Supervisory and leadership theories, practices and principles;• Practices and principles of financial tracking and account management ;• Generally Accepted Accounting Principles;• Basic laws, regulations and safety practices related to disposal of waste;• Technical program development methods and techniques;• Research methods and project implementation; and• Customer service techniques and team building concepts.			
Skills (position requirements at entry): Skill in:			

CLASS TITLE: Scale & Program Supervisor

- Using a personal computer, related software applications, and operating common office equipment and automobile;
- Applying Generally Accepted Accounting Procedures (GAAP) when auditing financial records;
- Applying project management techniques and supervising work unit activities;
- Developing and implementing long and short range programs;
- Analyzing financial data and monitoring financial transactions and deposit activities;
- Researching, gathering and analyzing statistical and other information;
- Giving presentations, public speaking, and facilitating meetings;
- Supervising staff and reviewing, monitoring and evaluating the work performed;
- Applying policies, procedures, laws and regulations in a multi-site operation
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting, Finance, Business Administration or a related field plus three years of progressively responsible supervisory in solid waste experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Preferred: Solid waste experience

Licensing Requirements (position requirements at entry):

Required:

- Valid Washington State Driver's License
- SWANA Manager of Landfill Operations (or ability to obtain within 1 year)
- 40 Hour Hazwoper Certification (or ability to obtain within 1 year)
- Background Check, Criminal and Financial
- Ability to obtain Opacity Method 9 Certification if needed

Preferred:

SWANA Transfer Station Certification

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

Environment: exposure to weather, extreme temperatures, , pathogen exposure, travel, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: feeling, grasping, 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.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Classification History:

New Class: 03/2022

Revised: 01/2023