

TITLE: ASSISTANT SOLID WASTE TRANSFER
SUPERINTENDENT

CODE: 38633

GENERAL DESCRIPTION:

This is very responsible solid waste transfer supervisory work involving assistance in the direction of transfer station and solid waste trucking operations.

Work involves responsibility for effective scheduling and timely solid waste trucking and transfer station operations. Duties include scheduling and overseeing day-to-day trucking and transfer station operations. This position also has the responsibility for making difficult fleet and transfer station operating decisions. This work requires that the employee have good knowledge, skill and ability in truck fleet and transfer station operations supervision.

SUPERVISION RECEIVED:

Works under the general supervision of the Solid Waste Transfer Superintendent.

EXAMPLES OF DUTIES:

Assists in planning and directing work objectives and activities of a large work group. Monitors unit or work group activities and recommends correction.

Oversees day-to-day operations. Makes out daily schedules and makes daily assignments. Assures shift coverages. Inspects operations for safety.

Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.

Assists in drafting activity budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.

Supplements employee training and counseling. Administers union contract language and oral warnings, and researches and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of fleet and transfer station operations principles and practices.

Good knowledge of public administration principles and practices as applied to a large and varied organizational group.

Considerable ability to communicate orally and in writing and to coordinate varied and complex operational and administrative activities and to lead others in a work group or groups.

Good ability to administer policies and procedures including planning, financial management, routine decision-making, and report development and writing.

Good ability to monitor the work of large work groups and to supervise selected work units on a temporary basis.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, other governmental agencies, commercial haulers, and the general public.

QUALIFICATIONS:

An associate's degree from a recognized college in business or a related field including fleet management courses or training plus four years of progressively responsible fleet management or related experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.