



City of Tempe

SOLID WASTE SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	539	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Solid Waste Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direction from an assigned area manager and/or other managerial staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of solid waste experience of refuse/recycling collection and disposal; and/or heavy equipment (front loader, side loader, rear loader, and roll-off). One (1) year of lead experience.
<i>Education:</i>	Equivalent to completion of an associate degree or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of a valid Class A Commercial Driver’s License is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To plan, organize, assign, supervise and coordinate the daily work of crews and contractors involved in refuse and recycling collection and disposal and. To maintain the City’s infrastructure systems and assets to its highest level, by reducing cost and providing seamless service to customers.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases; assist with the preparation of divisional budget requests and recommendations;
- Responsible for the design, implementation, and maintenance of data in various computerized systems; identify and analyze problems; develop and present solutions from analyzed data;
- Coordinate workgroup activities with other divisions, city departments, and outside agencies with the commitment to innovation and integrity;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions;
- Become a member of and participate in local and national industry organizations; research and evaluate new ideas, concepts, products, services, and equipment options; make recommendations and assist in implementation of the aforementioned;
- Act as a support to citizen advisory boards, commissions and committees;
- Communicate verbally with customers, clients or the public in face-to-face, one-to-one settings, in group settings, or using the telephone;
- Produce written documents meeting management expectations regarding content and formatting;
- Identify areas needing repair and maintenance and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;
- Develop guidelines and requirements for projects in assigned areas, including reviewing and approving plans; prepare specifications for contracts; inspect the work of contractors; prepare inspection reports and maintain records of all areas maintained under contract; and ensure proper compliance with contract conditions;
- Oversee and manage specific work areas and complete special projects;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization;
- Oversee volunteer/trainee/contracted employees in appropriate work areas; monitor work assignments and projects; review work product along with methods and procedures;
- Supervise the collection and disposal of solid waste, bulk trash and recyclable materials;
- Ensure safety procedure adherence at landfill and transfer stations;
- Oversee hazardous waste collection and disposal;

- Promote recycling and reuse programs;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Operate city vehicles;
- Operate city equipment (i.e. backhoe, aerial lift, forklift);
- Operate power tools (i.e. jackhammers, drills, chain saws, etc.);
- Use tools (i.e. hammers, wrenches, shovels saws and wheel barrels);
- Climb stairways and ladders;
- Traverse uneven surfaces during site visits;
- Operate computers and other office machines using repetitive hand/eye movement;
- Work out-of-doors in inclement weather during site visits and pre and post vehicle inspections;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. from PVC glue, pesticides, graffiti remover;
- May require working extended hours;
- Work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective March 2014

Revised November 2016 (update job duties)

Revised July 2019 (Reorg from PW – update job title change, MQ's, and job duties; move to MU)

Revised February 2022 (new benchmark)