

Waste Reduction Recycling Supervisor
\$81,040.20 - \$98,508

Definition

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for waste reduction, reuse, recycling, and household hazardous waste programs supported by the County Integrated Waste Management Plan (CIWMP) pursuant to AB 939 and SB 1383; ensures work quality adheres to established policies, standards, and procedures; and assists management with contract administration, the oversight of onsite contractors, and the development and coordination of solid waste management activities.

Distinguishing Characteristics

This is a single position, working supervisory class that reports to the Landfill Operations and Waste Reduction Manager or higher-level management personnel. The incumbent in this class works under minimal management supervision and instruction, and exercises considerable independent judgement and initiative while supervising and coordinating the work of assigned staff. While the primary emphasis for this classification is supervision of staff, the incumbent assists with field work; serves as a backup to the Supervising Solid Waste Attendants; and may manage designated daily operations in the absence of the Landfill Operations and Waste Reduction Manager.

This class is further distinguished from the lower class of Waste Reduction Recycling Coordinator by the regular, continuous performance of supervisory duties and the broad range of responsibility of administrative and oversight support within the division and department.

Essential Functions

Duties may include, but are not limited to, the following:

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for a variety of waste reduction, reuse, and recycling functions such as waste audits, household hazardous waste collection events, thrift store sales and donation acceptance, electronic waste sorting, and agricultural waste diversion programs.
- Coordinates and reviews the work of staff; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, standards, and procedures; meets with staff to identify and resolve problems; and ensures work is performed accurately, timely, and in compliance with established policies, procedures, and related regulations.
- Assists with interviewing and selecting assigned personnel and provides and/or coordinates staff training in accordance with established policies and procedures.
- Completes employee performance evaluations; works with employees to improve performance; and coordinates disciplinary actions with management and human resources.
- Assists in identifying opportunities for improving service delivery methods, standards, and procedures; identifies resource needs and potential recommendations; reviews options with appropriate management staff; and implements improvements.
- Participates in the development and implementation of goals, objectives, policies, and procedures for assigned area of responsibility.

- Participates in the preparation of the annual program budget; submits budget requests for supplies, materials, and equipment; monitors and controls expenditures for assigned work unit; and reviews and approves staff purchase card statements.
- Oversees inventory and controls; compiles information on operations and activities; conduct waste audits; and prepares reports as needed.
- Oversees and supervises the achievement of the County Source Reduction and Recycling Elements and County Integrated Waste Management Plans.
- Administers requests for proposals and agreements for consultant services and recycling and household hazardous waste services; reviews the work of contractors to ensure work is completed according to contract specifications and deviations or issues are timely addressed and reported.
- Facilitates waste advisory meetings to report on regional activities; makes presentations to community groups; and acts as a liaison with state and local contractors on waste reduction and recycling matters.
- Prepares and assists in exclusion programs to prevent hazardous waste from entering the waste stream; prepares grant applications and processes grant documents including progress and final payment reports.
- Supports recycling and solid waste attendant staff with customer service and waste acceptance issues.
- Performs related duties as assigned.

Employment Standards

Education: Equivalent to graduation from a four-year college or university with a major in the physical sciences, business administration, environmental management, or a closely related field; AND

Experience: Four (4) years of work experience in solid waste reduction, household hazardous waste, recycling programs, or another environmental management field including at least two (2) years in an administrative or supervisory level position.

Substitution: A graduate degree in a related field may substitute for one (1) year of the required experience.

Special Requirements: The incumbent must complete a certified forty (40) hour Health and Safety training course within six (6) months of employment

License: This classification requires the incumbent to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individual who does not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of:

- Principles, methods, and practices associated with the technical operation of a sanitary landfill
- Applicable federal, state, and local laws, codes, and regulations regarding solid waste reduction, household hazardous waste, and recycling programs
- The California Integrated Waste Management Act of 1989
- Principles, practices, and methods of public information programs
- Principles and practices of work safety and program planning and implementation
- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Office procedures, methods, and equipment including computers and applicable software such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

Ability to:

- Select, supervise, train, and evaluate the work of assigned staff; investigate and resolve disciplinary issues
- Work independently; prioritize and plan work; and coordinate and assign program activities to meet critical deadlines
- Assist in developing and monitoring program budgets; administer contracts with consultant and contractors
- Communicate clearly and concisely, both verbally and in writing, with other County departments and external contractors
- Prepare technical and statistical reports, conducts waste audits, and make sound recommendations
- Interpret, explain, and apply applicable policies, procedures, federal, state, and local laws, codes, and regulations
- Use tact, discretion, and prudence including good customer services principles to establish and maintain effective working relationships with co-workers, other County employees, and the public to identify needs and ensure commitments are met
- Research and resolve issues related to workflow, contract compliance, and the overall effectiveness of the assigned work unit

Environmental & Functional Factors

The incumbent performs work inside and outside in varying weather conditions and is exposed to dust, grease, oils, waste, domestic sewage, and unpleasant odors. The incumbent works around heavy equipment and other moving objects and vehicles, in loud and noisy areas. The incumbent works alone or closely with others and should be able to verbally communicate and address a variety of stressful situations with diverse stakeholders in a calm, professional manner. The incumbent is also required to travel independently to various sites throughout the County.

The landfill is a seven (7) day per week operation with multiple shifts. The incumbent may be required to work irregular hours, off-shifts (nights and weekends), and holidays to support departmental needs.

Medical Class

This class requires the incumbent to stand or walk most of the time while bending, stooping, squatting, twisting, reaching, and working on slippery and irregular surfaces. The incumbent frequently lifts up to ten (10) pounds and occasionally lifts up to fifty (50) pounds. Additionally, the incumbent must have manual dexterity, visual acuity, color and depth perception, good hearing, and eye-hand coordination to use a variety of office equipment, transcribe observations, prepare reports, read documents, and operate tools, equipment, and motor vehicles.