

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Refuse and Recycling Supervisor
DEPARTMENT: Public Works
REPORTS TO: Director of Public Works

SALARY GRADE: 16
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for the supervision of refuse and recycling employees involved in the collection, consolidation, disposal, purchase of and re-use of recyclable materials and products.

ESSENTIAL JOB FUNCTIONS:

Monitors the Greenbelt Recycling Center and ensures that they are maintained in a clean and safe condition at all times, using the services of the commercial recycling company and limited resources from the Public Works Department, to include proper signage and lawful disposal of extraneous and hazardous materials placed at the Center in contradiction of instructions.

Carries out supervisory responsibilities in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints, and resolving problems.

Schedules and supervises the collection and disposal of refuse and recyclable materials. Plans and assigns collection schedules and, when necessary, adjusts schedule to meet immediate needs.

Promotes recycling in the community by assisting with the preparation of information brochures, performing outreach to areas not currently recycling, and attending relevant meetings.

Coordinates fleet maintenance for the Public Works Department including scheduling inspections, performing quality control, renewing licenses and permits and preparing reports.

Coordinates litter patrol including assigning crew members to designated areas and supervising their work.

Acts as Safety Officer for the Public Works Department including performing inspections, recommending safety improvements, organizing safety orientations and training, investigating accidents, drafting policies and developing budget recommendations.

Trouble-shoots with citizens on any refuse/recycling complaints.

Distributes and delivers recycling bins to citizens for participation in the curbside pick-up program.

Assists in the annual departmental budget preparation.

Creates plans for long-term efficiency improvements.

Substitutes as City liaison to the Recycling and Environment Advisory Committee and assists with special events.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Refuse Truck	Toters	Recycle Bins	Computer
General Office Equipment			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent; and,
Five to seven years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Commercial Driver's License

Solid Waste Association of North America (SWANA) Certified Collection Systems Preferred

SWANA Certified Recycling Systems Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The materials, techniques and procedures used in municipal public works refuse/recycling projects.

The operation of refuse/recycling trucks and maintenance of equipment.

Refuse/recycling collection and disposal of refuse.

The general aspects of environmental waste collection and recycling matters.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to read and understand written instructions and operating manuals.

Ability to organize and supervise activities.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle, or feel; speak and hear; reach with hands and arms; bend body downward and forward, requiring full use of the lower extremities and back muscles; push, pull and/or lift up to 50 pounds.

Working Conditions:

Work is performed in the field and warehouse exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, radiation, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet to very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.