SOLID WASTE SUPERVISOR

POSITION SUMMARY

Responsible for the oversight of the operation and maintenance of the City's solid waste systems and assistance in assuring compliance with the monitoring, sampling, and reporting requirements of the City of Dickinson, North Dakota Department of Environmental Quality and the US Environmental Protection Agency.

RESPONSIBILITIES

Essential Duties:

- Provide technical advice and guidance to employees; monitor employee performance and coordinate solid waste activities and projects.
- Conducts and participates in various meetings and trainings.
- Responds to public concerns and questions regarding assigned divisions and to promote or seek input on proposed programs and needs.
- Responds to and investigates problems and complaints received and ensure resolution.
- Ensures solid waste operations and facilities are compliant with local, state and federal regulations.
- Oversees the monitoring, maintenance, and repair of facilities, vehicles, tools, machinery and equipment according to specifications.
- Recommends replacement and acquisition needs. Assists in the preparation of bid specifications and budget creation, assists in monitoring budget activity.
- Operates specialized equipment as assigned.
- May perform scientific sampling and testing as assigned to ensure compliance.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills and Abilities: (may vary according to area of assignment)

- Advanced operation of heavy equipment and machinery used in solid waste;
- Environmental standards and compliance requirements;
- Knowledge of methods, materials, equipment and tools as assigned;
- Familiarity with billing procedures and policies as assigned;
- Customer relations and service techniques;
- Familiarity with hazards and safety practices in area of assignment;
- Prepare clear and concise reports and memos;
- Maintain files and records;
- Maintain inventories;
- Monitor staff and schedule work assignments;
- Proper installations, operation and repair and replacement of solid waste infrastructure;
- Knowledge of federal, state, and local regulations;
- GIS systems;
- Conduct public education and outreach activities and programs;
- Use a variety of office equipment and related applications;

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Judgement/Decision Making:

- Develops objectives, policies and procedures for the Solid Waste department and landfill within the general scope of the department goals and plans.
- Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of manager;
- Decisions must be accurate to ensure safety of employees and the public;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Manages department in absence of the Solid Waste Manager.
- Organizes and supervises the work activities of staff.
- Makes recommendations for personnel issues such as hiring, training, performance reviews, and discipline.

Relation to Others

- Position requires substantial contact on a regular basis with employees of several departments, along with the public. Contact with the public usually involves explaining City policies and procedures.
- Entrusted with sensitive information relating to employee and/or City policies or functions.
- Be innovative and creative to meet the needs of the citizens of the City.
- Make presentations to small groups of employees or general public as requested. Responds to informational inquiries.

SKILLS

Education and Experience:

- Associates Degree in Business Administration or Environmental Science.
- Three years directly related experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid North Dakota Class B Commercial Driver's License with Air Brakes..
- NDDEQ Landfill Operator Certification
- NIMS-ICS Certifications: 100, 200, and 700
- SWANA Certifications (2 or more of the following): Landfill Operations; Waste Screening; Collection Operations; Recycling40-hour
- HAZWOPER Certification within 6 months of hire.

WORKING CONDITIONS

Environment:

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- Positions in this class typically require: climbing, balancing, stooping, kneeling, standing, walking, driving, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions and intense noises.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways obstructed roads; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work . Routine exposure to the threat of physical harm from others including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work may require travel.

Classification: Grade 17 (PW-17)
FLSA: Non-Exempt
Updated to new format: 11/28/12
Approved by CSC: 11/30/12,
Updated: 1/17/2025 Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.