General Summary: This position is responsible for the daily management/oversight of trash, recycling, and yard waste collection duties assigned by Collection Supervisor.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Acts as Collection Supervisor in his/her absence.
- Handles daily landfill receipts/money.
- Supervises employees as needed; assigns and conducts training for equipment operators in proper operating methods and procedures in accordance with specified ordinances.
- Handles/contacts customers to help with complaint management and resolution.
- Works with Administrative Staff on 20,000+ accounts new sign-ups and shut offs.
- Assigns daily trash and recycling, yard waste routes.
- Prepares service orders for routine maintenance on collection equipment.
- Conducts some repair, maintenance and monitoring of equipment.
- Plans and follows up on preventative maintenance schedules.
- Maintains trash and recycling can inventory and/or orders new or repair parts for cans.
- Carries out chief responsibilities as appropriate in accordance with the organization’s policies and applicable laws.

Qualifications:

Education and/or Experience:

High school diploma or and (5) five years’ experience in Solid Waste Collection and three (3) years of that time acting in a lead or supervisory role.

Certificates, Licenses, Registrations:

Must obtain and possess a valid South Dakota Class B CDL driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment may be loud at times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.