City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Solid Waste Collection Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>SWCS</td>
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<tr>
<td>Pay Grade:</td>
<td>20</td>
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<td>Job Family:</td>
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<tr>
<td>Date Revised:</td>
<td>12/15/2020</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for Supervising the day-to-day operation of the Solid Waste Collection Division.

**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.

- Oversees daily driver lift off, pre-trip inspection of the fleet and daily driver check in, and post trip inspection on the fleet.
- Conducts and leads monthly safety meetings for Solid Waste Collection Staff.
- Completes daily work schedule, approves vacations, coaches employees in driver training and discipline as needed.
- Operates garbage truck and other equipment as needed to provide high level of customer service.
- Receives and resolves service complaints and concerns within 24 hours, document via e-mail to dispatcher.
- Manages employee hours of service to meet DOT guidelines.
- Develops and conducts driver training program for new employees and retraining for existing employees.
- Conducts driver ride along to observe safe practices and review routing efficiencies.
- Overseas and approves maintenance repairs on the truck fleet within budget guidelines.
- Ensures collection services are conducted in accordance with applicable state laws and city ordinances.
- Monitors the daily activities, hauling and cleanliness of the remote drop off sites.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and five years related experience in supervision and/or management in solid waste collection or related field. Two years higher education preferred.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire; and ability to obtain a valid Class B Commercial Driver’s License (CDL) within 60 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.
The employee is frequently exposed to moving mechanical parts and severe outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and vibration. The noise level in the work environment is usually loud.

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.

The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; 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 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.