



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Field Operations Supervisor I	<b>DEPARTMENT:</b>	Field Operations
<b>REPORTS TO:</b>	Operations Manager	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	March 2013	<b>APPROVED DATE:</b>	March 20, 2014
<b>REVISION DATE:</b>	March 2014		

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### SUMMARY

Under the direction of the Operations Manager, coordinates the activities of the Authority's transfer stations, landfills, Household Hazardous Waste collection, or scalehouse facilities, including ability to organize, coordinate and supervise field operations functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(Other duties may be assigned)*

**Waste Management** - Supervises, organizes and directs the programs/projects/activities of the operation and administration of the transfer stations, landfills, Household Hazardous Waste collection facilities and/or the scale house; organize, and manage transfer stations, landfills, Household Hazardous Waste facilities and/or scale house including on-site assessments for solid waste data; ensure operations are aligned with organizational goals as related to operations and compliance, day to day operations, diversion and regulatory compliance of all activities associated with hazardous waste collection and disposal; monitor contract administration and projects including contractor performance; oversee proper compliance with specifications on the use of transfer sites; ensure proper operations compliance with health and safety codes; monitor the maintenance activities of all transfer or convenience stations, landfills, HHW Facilities and/or scalehouse operations. Develop and submit regulatory reports required by facility permits requirements.

**Financial** - Monitors the financial functions and activities of Transfer Stations, landfills, Household Hazardous Waste and/or scalehouse facilities.

**Human Resources** - Oversee the functions and activities of personnel management, including performance evaluations, development, safety, and training of Field Operations staff; analyze department safety data and develop long and short-term strategies to improve adverse accident and injury trends; assists in the development of safety standards for occupations and jobs within the divisions, including written Occupational Safety & Health Standards; conducts safety audits of jobs and work environments, which involve hazards or potential accidents.

**General Responsibilities** - Prepares proposals and enforces contract provisions related to operations and municipal disposal functions; develops and administers portions of division budget; evaluates the performance and outcomes of all supervised staff; develops and recommends policies and policy revisions to the Operations Manager.

### SUPERVISORY RESPONSIBILITIES

Supervises staff in the Field Operations Division. Responsible for the coordination, and evaluation of the transfer stations, landfills, Recycling/Hazardous Waste, and/or scalehouse units of the Authority. Carries out supervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; recommending rewards or discipline of employees; addressing complaints and resolving problems.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

### ***Cost Consciousness/Resource Management***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line. Demonstrates productive and effective use of resources (e.g. human resources, money, material, tools, time, and information). Ensures effective cost control of resources.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Participative/Performance Management***

Encourages team members to contribute ideas, opinions and suggestions. Involves team members in problem-solving and decision-making. Is accessible and responsive when approached. Has written Performance Plans/Agreements collaboratively agreed with each team member. Sets realistic yet stretching goals, objectives and targets. Establishes appropriate procedures to measure and monitor work performance of team members. Regularly discusses progress and issues (using team meetings and one-on-one discussions with each employee). Provides formal and informal feedback on performance on an ongoing basis. Demands excellence and recognizes and rewards excellent performance. Does the necessary coaching, counseling and disciplining where performance or work behavior is not up to standard. Gives criticism balanced, constructively and tactfully. Conducts formal performance appraisals fairly and in a way that motivates and re-commits team members.

### ***Supervisory Skills/Team Building and Motivation***

Distributes tasks fairly among team members based on their individual competencies and workload. Organizes work processes in an effective, efficient, and streamlined manner. Provides employees with the necessary training and resources to get the job done. Communicates clear performance expectations and standards to team members, and discusses progress and issues (using regular team meetings and one-on-one discussions with all employees). Maintains strong control of team performance, and achieves agreed-upon quality end products and deliverables. Works well with allocated resources, support staff and management. Inspires and motivates team members to perform optimally. Gives team members ongoing and balanced performance feedback. Coaches team members effectively to improve their job skills. Is patient and shows an appropriate level of caring. Solves people problems with tact and diplomacy, and resolves internal conflict effectively. Inspires, motivates, and guides team members towards higher task accomplishment. Fosters and sustains cooperative and collaborative working relationships within the team. Fosters team spirit, commitment, passion and enthusiasm. Creates an environment that encourages employees to take initiative and calculated risks. Is quick to reward, praise and compliment where deserved. Criticizes defaulters constructively so that they are re-motivated and re-committed. Jointly celebrates team successes and achievements.

## **MINIMUM REQUIREMENTS**

Six (6) years of work experience in public works maintenance, construction, and operations work or a related field, including at least two (2) years in a supervisory position. A High School diploma is required.

*Desirable Experience and Knowledge Base*

- Principles and practices of general administration including analysis, and fiscal planning and control
- Basic knowledge of engineering and construction principles applicable to the planning, design and construction of Authority facilities.
- Laws, rules, ordinances and legislative process' controlling solid waste management functions, programs and operations.
- Cost estimating and contract administration.
- Employee relations' practices.
- Principles of supervision, management and general administration.
- Familiarity with Occupational Safety & Health Standards
- Spreadsheet software and Word Processing software.
- Apply mathematical concepts to measuring materials and costs

**CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver's license is required. Class A is preferred.
- Continued possession of a valid California Driver's license and compliance with established Authority vehicle operation standards, including on-going insurability to drive Authority vehicles, are conditions of employment.
- Possession of a SWANA (Solid Waste Association of North America) Recycling or Transfer station Program Manager Certificate.
- Possession of a SWANA (Solid Waste Association of North America) Manager of Landfill Operations Certificate.
- Possession of Hazardous Materials Operator 40 hour certification within one year of hire.

**OTHER QUALIFICATIONS**

**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. Work is performed both indoors and outdoors in varying temperature, weather and humidity conditions. 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 walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee must be able to wear personal protective equipment including ear and eye protection, respirator. Tyvex or coveralls, gloves, hardhat, rain protection, and steel toe boots.

**Work Environment** - The work environment includes landfills, convenience stations, transfer stations and household hazardous waste collection facilities with frequent travel between sites. While performing the duties of this job, the employee is occasionally exposed to grease, oils, fumes or airborne chemicals, toxic or caustic chemicals, loud noise levels, moving equipment, electrical current, hazardous waste materials and outdoor weather 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.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date