

**SOLID WASTE  
SUPERVISOR Job Description**

**POSITION SUMMARY**

Under the supervision of the Pawnee County Commissioners the Solid Waste Supervisor is a non-exempt position under FLSA. This position supervises the daily operation of the transfer station/landfill in Larned and landfill in Burdett. This position also operates department equipment and assists with maintenance. This employee should possess good supervisory, communication and mechanical skills.

**ESSENTIAL FUNCTIONS**

- \* Needs a class B CDL
- \* Operates departmental equipment including transfer trucks, loaders, and compactors;
- \* Oversee procedures for Consent Agreement for closure and post closure for Burdett & Larned;
- \* Revise 5 year plan with Santa Fe Trails Solid Waste Authority;
- \* Attends multiple Solid Waste updates and operational seminars;
- \* Inspects demo buildings prior to demolition;
- \* Hires, supervises and discharges department personnel;
- \* Works with various government entities, the general public and promotes good public relations;
- \* Hosts Household Hazardous Waste drop offs for Barton County;
- \* Writes specifications on equipment purchases;
- \* Orders all major equipment and supplies;
- \* Obtain annual permits for Transfer Station, C&D Landfill, and Yard Waste & Burn Pit;
- \* Is on the following committees: Santa Fe Trail Solid Waste Authority, Pawnee County Solid Waste & Recycling;
- \* Works with KDHE regarding policies, regulations and inspections;
- \* Work with Kirksam Michael and Terracon engineers;
- \* Assists with repairing & maintaining departmental equipment;
- \* Able to lift up to 50 pounds frequently;
- \* Able to bend, stoop, & perform other strenuous activity associated with the transfer station/landfill operation;
- \* Transfers solid waste to out of county landfills;
- \* Receives fees from the general public;
- \* Performs other duties as deemed necessary;
- \* Capable & willing to work as a team.

**MARGINAL FUNCTIONS**

- \* Assists other departments as the need arises;
- \* Cleans equipment & work area;
- \* Performs other duties as assigned.

Working Conditions: Hazardous Chemicals  
Adverse Weather  
Manual Labor

**SOLID WASTE  
SUPERVISOR Job Description**

**SOLID WASTE SUPERVISOR POSITION REQUIREMENTS**

**Experience:** Five years supervisory and similar or related experience is preferred. Employee is expected to have the necessary information and skills to perform the job reasonably well within two years of employment.

**Education:** A high school diploma or GED is required. This position requires a valid Kansas Commercial Driver's License (C.D.L.) and must maintain a safe driving record.

**Technical Skills:** A thorough knowledge of equipment maintenance and repairs, and a working knowledge of mathematics are required. This employee must be able to efficiently operate loaders, mowers, tandem trucks, tractors, and other departmental equipment. The ability to accept oral and written instructions and have strong communication and mechanical skills are required.

**Problem Solving:** Frequent independent problem solving is a factor in this position. Problems include determining procedures to use to deal with citizen concerns. This employee encounters problems with equipment malfunctions and personnel issues.

**Decision Making:** Frequent independent decision making is a factor in this position. Decisions include prioritizing daily work assignments, replacement of equipment and the hiring of and placement of personnel staff.

**Supervision:** No direct supervision. General supervision is provided by the County Commission through review or reports and inspections. Employee has supervisory responsibility over entire department.

**Financial Accountability:** Employee is responsible for budgetary control of the department and participates directly in the annual budget process. This employee is responsible for the safe operation of departmental equipment.

**Personal Relations:** Daily contact with co-workers and the general public is expected.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to heavy machinery, excessive noise, heights, work in confined areas, and all types of weather conditions is expected.

**Physical Requirements:** Manual labor including lifting and carrying heavy loads, crawling, climbing, and the ability to operate heavy equipment is required daily in this position.

**Pre-Employment Drug Testing:** Must successfully pass pre-employment drug and alcohol testing.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*