

Assistant Transfer System Supervisor

The Assistant Transfer System Supervisor is responsible for assisting the Transfer System Supervisor in coordinating the daily operations of the transfer stations, convenience centers, and the hauling of solid waste and recyclables to regional disposal facilities and processing sites. Supervises attendants for the transfer stations and convenience centers and drivers along with the Transfer System Supervisor. Assists with special events and household chemical collections as needed. Reports to and receives supervision from the Transfer System Supervisor through regular discussions and consultations. This position is a "safety sensitive" position subject to VPPSA drug testing policies.

Essential Job Functions

- Assists in training, motivating, supervising, disciplining, and evaluating transfer system and convenience center employees as well as drivers in accordance with the adopted Personnel Policies and Procedures
- Coordinates solid waste disposal activities by citizens, communities, and other users of the sites
- Coordinates hauling of solid waste from transfer stations and convenience centers to regional disposal facilities
- Prepares work schedules and compiles time sheets for transfer system and convenience center employees
- Coordinates the general upkeep and appearance of buildings and grounds for all transfer stations and convenience centers
- Performs annual site assessments of transfer stations and convenience centers to address safety concerns and evaluate equipment needs
- Enforces standard operating and safety policies and procedures
- Coordinates recycling activities at the transfer stations and convenience centers
- Prepares, reviews, and compiles necessary records to document site operations, maintenance, and hauling activities
- Assists with coordinating and supervising special waste and recycling collection events
- Operates roll-off vehicles
- Serves as Transfer System Supervisor in the absence of the Supervisor

Additional Job Functions

- Assists with maintenance activities on vehicles and equipment
- Responds to emergencies and prioritizes work to be done.
- Performs other duties as assigned

Classification

The Assistant Transfer System Supervisor position is a regular full-time salaried position.

Work Conditions

Normal work hours are five (5) days per week, forty (40) hours per week. Additional work over 40 hours per week is expected. Will remain “on-call” for special circumstances at night, weekends, and on holidays. Will normally report to work on the Middle Peninsula.

Education, Training, and Experience:

Graduation from an accredited College or University with one (1) year of solid waste management and supervisory experience, or any equivalent combination of training and experience which demonstrates the required skills, knowledge, and abilities.

Knowledge, Skills, and Abilities

Requires the ability to speak clearly to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants and receiving instructions, assignments, or directions from superiors.

Requires the ability to read a variety of reports, letters and memos, forms, etc. Requires the ability to prepare correspondence, reports, forms, statistics, and work orders using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; utilize decimals and percentages; and interpret graphs.

Requires the ability to coordinate hands and eyes rapidly in using motorized equipment. Must have average levels of eye/hand/foot coordination.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Requires the ability to speak and hear. Must be able to communicate clearly via telephone.

Physical Requirements

Must be able to lift in excess of 75 pounds occasionally and in excess of 50 pounds frequently to move objects. Must be able to operate a roll-off vehicle.

Special Requirements

Must possess a valid Virginia commercial driver's license (Class B) with an air brake endorsement and a Medical Examiners Certification. Must have and maintain a good driving record.

I have read and understand the job description for the position of **Assistant Transfer System Supervisor**.

I understand that the job description provides the primary responsibilities, functions, and requirements of the position and that it is not considered to be a comprehensive statement of every responsibility, duty, task, and requirement. I understand that employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities.

I understand that this job description is subject to change as the requirements of the Authority change.

I understand that this job is considered a “safety sensitive” position and will be subject to drug testing according to VPPSA policies.

I confirm to the best of my knowledge that I can perform all of the work in the job description.

Employee Name: _____

Employee Signature: _____

Date: _____