



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Refuse and Recycling Supervisor

Department: Department of Public Works

Supervisor: Director of Public Works, Department Manager

General Description:

This is administrative and supervisory position. Work is under the general supervision of the Department Manager with the direction of the director of Public Works. Duties include the ability to plan, schedule, organize, implement, and evaluate the work performed in the collections of solid waste and recycling materials from the residential and city properties. Cross train into other Department disciplines to functions as frontline supervision in the absence of other Department supervisors. Assignments are varied in nature and are carried in accordance with the general instructions and both involving managerial and standard city refuse collections, policies, practices, and procedures.

Essential Job Functions:

- Assist in the development and implementation of a city-wide integrated maintenance, organizational and operational planning; initiatives revisions, as needed.
- Supervises Refuse & Recycling staff. Assists with interviews for potential job candidates. Recommend personnel actions. Monitor and evaluate performance. Schedule crews and routes. Assists with training employees as necessary in techniques and procedures.
- Assist with and maintains quality work standards. Timely, cost effective and safe DPW curb side collections activity.
- Assist with implementation and monitoring of route optimization programs and technology related to the department goals.
- Evaluates processes and conditions of city public works operations related to all solid waste and recycling collections, staffing and equipment requirements.
- Assesses risks and hazards. Promotes and practices safety initiatives.
- Assists in the preparations of the department annual budgets. Assists the Director to maintain expenditures within approved budget.
- Supervise selected staff and oversees all related work for quality assurance.
- Directs the activities of drivers and collector to provide safe, effective, and courteous waste collection service to residents.
- As the field representative, respond efficiently and courteously to resident inquiries, special requests and/or complaints. May also interact with the city, state, or municipal government employees.
- Perform route audits to ensure safe and efficient procedures are followed and to identify possible training needs. Complete employee route observations and discuss results with drivers and collectors.

- Continue to build and maintain a professional working relationship with vendors (truck centers and manufactures) and the operations needed within the Refuse and Recycling operation. (Landfills, recycling centers, etc.)
- Records, maintains and store essential information and data collected.

Required Training, Experience, Knowledge, Skill, and Abilities:

- Through knowledge of supervisory principles and related methods.
- Considerable knowledge of occupational hazards and pertinent safety precautions.
- Considerable knowledge of operational policies and procedures.
- Knowledge of budget development controls.
- Knowledge of the Federal Motor Carriers Safety Association rules and regulations.
- Knowledge of CDL rules and regulations.
- Skilled with conflict resolutions related to employee and to the public.
- Ability to use Windows Operating Systems and other Windows based programs.
- Ability to execute and organize work plans effectively.
- Ability to comprehend and to carry out complex oral and written instructions.
- Ability to communicate well, orally and in writing.
- Ability to perform all essential job functions physically and mentally.
- Ability to establish and maintain effective working relations with associates and other city officials.
- Four years of operational experience including one plus years in a supervisory and/or administrative capacity involving organizing work and maintain related records.
- Education equivalent to completion of the twelfth grade.
- Or any equivalent combination of acceptable education and experience.
- A CDL Class B license preferred but not required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.