

**ADAMS COUNTY  
SUMMARY JOB DESCRIPTION**

Position: Solid Waste Operations Supervisor  
Department: Public Works  
Annual Hours Worked: 2080

Position Number: 1119  
FLSA EXEMPT  
Classification: EE1

**1.0 MAJOR FUNCTION AND PURPOSE**

- 1.1 The major function of this position is to perform and supervise duties pertaining to the operations of the Adams County Solid Waste Transfer Stations.
- 1.2 Persons in this position are responsible for implementing the operational plans for the Adams County Transfer Stations.

**2.0 SUPERVISION RECEIVED**

- 2.1 Persons in this position will receive supervision from the Management Staff of the Public Works Department.

**3.0 SUPERVISION EXERCISED**

- 3.1 Persons in this position perform day-to-day supervision of Solid Waste Attendants.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- 4.1 General assignments include, but are not limited to:
  - Performance of Solid Waste Attendant duties;
  - Scheduling of staff to operate the Solid Waste Transfer Stations in a safe and efficient manner;
  - Keep inventories necessary to accomplish day to day operations;
  - Purchase supplies and materials necessary for the operation of the Transfer Stations;
  - Perform routine repair and maintenance to Solid Waste Transfer Station Facilities and equipment as needed;
  - Other duties as assigned.

**5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- 5.1 Knowledge of and ability to operate necessary equipment in a safe and efficient manner;
- 5.2 Knowledge of modern methods and materials of recyclables;
- 5.3 Ability to supervise crew members efficiently and effectively;
- 5.4 Ability to comprehend and willfully take orders as well as follow directions;
- 5.5 Ability to establish and maintain effective working relations with management and all county employees;

**6.0 MINIMUM QUALIFICATIONS**

- 6.1 Must be able to sit, stand, bend, or kneel for extended periods of time and maintain physical condition and manual dexterity;
- 6.2 Must be physically able to climb on ladders up to 14' and lift and/or carry up to 75 pounds;
- 6.3 Must have excellent moral character and be able to get along with a diverse population including county staff and citizens;
- 6.4 Must maintain a neat, clean personal appearance;

- 6.5 Basic knowledge of computer operations;
- 6.6 High School diploma or equivalent;
- 6.7 Possession of a valid Class 'A' CDL Washington State Drivers license

**7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- 7.1 Familiarity and/or experience with tools, equipment and techniques commonly used in the performance of related tasks;
- 7.2 Four years or more experience working in a similar position;
- 7.3 Ability to learn techniques involved with the repair and maintenance of County Facilities and equipment
- 7.4 Two or more years of supervisory experience

**8.0 WORK ENVIRONMENT**

- 8.1 While performing the duties of this job, the employee works in many different environments. Occasionally the employee has to be outside in extreme weather from hot summer temperatures to the cold snowy weather of winter, Work conditions may require responding to situations at night, on weekends, and holidays.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.<sup>1</sup>