

Public Works Supervisor II, Solid Waste

SALARY

\$42.69 - \$48.89 Hourly

\$88,795.20 - \$101,691.20 Annually

General Duty Statement

Performs intermediate supervisory work involving the collection of garbage, recycling, bulky items, and yard waste. Prioritizes daily work and provides direction to lower-level supervisors in an operations office. Reviews, prioritizes, and assigns complaints for resolution. Monitors employee performance, provides recommendations, and addresses issues. Acts as a backup to higher level supervisors as needed. Promotes a welcoming and inclusive work environment for all staff members. Communicates effectively and respectfully with all staff and community members, across diverse cultures and backgrounds. Performs other related duties and responsibilities as required.

Supervision Received

Works under the general supervision of a unit, division, or department director.

Supervision Exercised

Exercises technical, general, and/or administrative supervision over assigned staff.

Typical Duties (Examples may not include all duties performed)

1. Supervises lower-level supervisors and contractors in collection of garbage, recycling, bulky items, and yard waste.
2. Coordinates, assembles, and oversees crews.
3. Manages routes and the maintenance of collection equipment and vehicles.

4. Coordinates dispatch of trucks and equipment. Oversees delivery and maintenance of garbage and recycling carts.
5. Reviews and resolves complex complaints and provides information as needed.
6. Maintains relevant records, reviews data, and documents work performed, materials and equipment used, and other related matters.
7. Trains employees in proper and safe work methods. Enforces safety rules in the field.
8. Documents employee performance, provides coaching, addresses performance issues, and conducts annual reviews.
9. Participates in and directs interview and hiring processes.
10. Promotes and applies best practices in diversity, equity, and inclusion.
11. Lifts and carries equipment, tools, supplies, and materials in excess of 100 pounds, and maneuvers them around obstacles.
12. Works nights, weekends, holidays, and overtime as requested.

Competencies (Not listed in order of importance)

Technical Expertise

- Understands State and City Laws, ordinances, rules, regulations and Public Works Department operating procedures governing areas of responsibility.
- Possesses an advanced understanding of City streets, alleys, bridges, and the sewer and water utility systems including knowledge of tools, machines, and equipment used in maintenance and repair work.
- Demonstrates advanced knowledge and ability to instruct others on procedures for the proper collection of garbage, recycling, bulky items, and yard waste.
- Demonstrates an understanding of and ability to use job-related technology and can train others in its use.

- Demonstrates ability to identify risks and liability implications associated with the work, refers basic legal issues to higher level supervisor.

Decision Making and Problem Solving

- Demonstrates an advanced understanding of the priorities, goals, and objectives of assignments.
- Prioritizes own work, the work of others and meet project and program deadlines.
- Plans, coordinates, and monitors projects and programs in assigned area of responsibility.
- Ensures project and program funds are used effectively and efficiently.
- Conducts comparative analyses and makes clear recommendations to management.

Communication

- Demonstrates ability to communicate effectively and tactfully with a variety of diverse audiences, in a clear and concise manner.
- Demonstrates cultural competency in communicating with people from different cultural and socioeconomic backgrounds, including those with limited English proficiency.

Teamwork, Leadership and Management

- Demonstrates effective leadership of direct reports and assigned work groups and actively supports the mission and vision of the division and/or department by showing consideration and tact, supporting and implementing decisions of higher-level supervisors through direct reports, and impartially assigning work and applying work rules.

- Leads teams with diverse backgrounds and abilities, promotes a positive work environment that is welcoming, inclusive, respectful, and collaborative, encourages open communication, and allows all members of the team to feel valued and motivated.
- Models a positive work ethic, shows initiative, assists team members, is open to feedback and learns from others, willingly accepts and completes new assignments and appropriately manages conflict.
- Demonstrates ability to perform supervisory responsibilities in a consistent and equitable manner, setting appropriate expectations and providing training and mentoring for employees consistent with the department's employee development and equity goals.
- Seeks opportunities for ongoing professional development to learn and apply best practices in people management and working across cultural differences.

Customer Service

- Understands department operations and applies this advanced understanding to address concerns.
- Committed to improving customer service, including understanding services provided. Identifies the service needs of a diverse group of internal and external customers and effectively responding to those needs.
- Demonstrates an understanding of and respect for the diversity of customers, coworkers and supervisors, including individuals with disabilities or whose first language may be one other than English.

Requirements

Three years of experience working in garbage collections, general labor, or heavy equipment operations as a Public Works Supervisor I, Solid Waste₁, or equivalent.

Must hold and maintain a class A or B Commercial Driver's License (CDL) with no restrictions for airbrakes. The CDL must have no suspensions or revocations for driving-related offenses during the two-year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.

Supplemental Information

Manual and Maintenance Supervisors - Employee Group 10, Grade 038.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions are Typical Duties 1-12.

This job description is part of a class series. The entire class series can be found on the [Maintenance and Operations Job Family Chart](#), where you can search the career progression within the job family.