



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Operations Supervisor
DEPARTMENT.....:	Utilities
DIVISION.....:	Solid Waste
CLASSIFICATION/GRADE.....:	Operations Supervisor/109
REVISED.....:	01/2018
REPORTS TO.....:	Solid Waste Administrator
REVIEWED.....:	01/2018
WAGES.....:	Hourly

SUMMARY:

The duties are performed with considerable independence under the general supervision of the Division's Administrator. Directs and/or supervises the daily operation of the Terrebonne Parish Transfer Station, Residential Drop-off Sites, and C&D Landfill. This position also assists in maintaining the closure of the Ashland Sanitary Landfill. As with all positions within the department, response at any time may be required to assist with workload or in any emergencies that may arise.

BASIC FUNCTIONS:

1. Any and all functions which may be deemed necessary to contribute to a smooth and efficient operation of the Terrebonne Parish Transfer Station, Residential Drop-off Sites, Landfill closure and C&D Landfill.
2. Recommends to the Division's Administrator, the employment, transfer, disciplinary action and promotion of any personnel relating to the division's operations.
3. Works under the direction of the Division's Administrator to ensure that sufficient personnel, equipment, and material are on hand to properly perform the necessary work for the division.
4. Ensure that personnel and equipment are properly assigned in order to do work required
5. Ensure that all personnel are properly instructed in their assigned task, operation of their equipment and sound safety practices are adhered to.
6. Have a good working knowledge of the facilities and associated equipment for the division. Make recommendations to the Division's Administrator relative to the repairs, replacement and purchase of equipment.
7. Must be able to operate heavy equipment and drive dump trucks, street sweeper, and grapple trucks when needed.
8. Prepare and maintain assigned records.
9. Train new employees.
10. Present monthly safety meetings and safety reports.
11. Assist in checking material contents of vehicles entering the facilities for disposal purposes to insure that only authorized material is accepted.
12. Responsible for answering the telephone and handling complaints when necessary. May have some contact with the general public. This position is responsible for and exercise control over all Heavy Equipment Operators and Laborers.
13. Performs other duties as assigned or deemed necessary by supervisor.

OTHER REQUIREMENTS:

1. Employee may be required to work rotating shifts and on weekends. Must be willing to work extra hours during normal week and/or weekends and holidays.
2. Must possess, or be capable of obtaining within one year, a minimum of Level "B" Certification from the Louisiana Board of Certification and Training for Solid Waste Management System Operators in the appropriate classifications.
3. Must be capable of communication effectively verbally and in writing.
4. Must possess a valid Louisiana CDL Class A License.
5. Must be capable of operating excavators, dozers, trash compactors, front end loaders, tractors, grapple trucks, street sweepers, computerized scale system, calculator, copy machine, telephone, computer/solid waste software, and any other equipment required to perform job functions.
6. Works in plant and field environment, in which there is frequent exposure to noise, heat, dust, and odorous conditions.

EDUCATION/EXPERIENCE:

1. Possess a high school diploma or equivalency certificate.
2. Must have a minimum of two years of appropriate and responsible experience in the field of solid waste management or related field.
3. Must have basic computer knowledge.