

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** FACILITY OPERATIONS SUPERVISOR

**REPORTS TO:** FACILITY MANAGER

**JOB CLASS:** EXEMPT (ESSENTIAL PERSONNEL)

**LOCATION:** STATEWIDE

**PURPOSE:** The purpose of this position is to supervise facility operations staff and provide the Facility Manager with support services related to facility operation and maintenance.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Monitors on-site contractors for permit and contractual compliance.
- Inspects and verifies functionality and performance of leachate systems. Assists with gas systems as needed.
- Supervises, plans and directs daily activity of Weighmaster, Collection, and Operations and Technical staff.
- Trains staff and prepares schedules to ensure adequate coverage at operating facilities.
- Prepares staff evaluations, and recommends promotion and disciplinary action. Completes bi-weekly timesheets for the direct reports
- Responds to alarms including fire, security, SCADA, emergencies and other operational situations at multiple DSWA facilities.
- Assists customers and contractors. Handles complaints and questions pertaining to facility operations. Conducts educational facility tours for students and industry professionals. Arranges for contractual services, materials purchase and deliveries.
- Writes technical operations reports including recommendations. Compiles and computes environmental and facility data to include daily, weekly, and monthly inspections forms and reports.
- Assists in preparing new permit applications. Manages facility maintenance and improvement projects, and performs construction inspections for services to include observing, photographing, and documenting progress of construction work.
- Performs field surveying, and collects field data.

## **ADDITIONAL DUTIES**

- Performs the duties of Weighmaster, Collection Station Attendant, as needed or required to ensure DSWA facility needs are met.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, AND SKILLS:**

Requires completion of a high school diploma or equivalent and 6 years of experience in facility operations or project management.

Must possess a valid driver's license. Possession of a Manager of Landfill Operations (MOLO) and First Aid CPR certification (Certification training provided by DSWA)

Note: This is a safety sensitive position that requires drug testing.

Knowledge of DSWA policies and procedures and permit, regulatory items set forth by the Delaware Department of Natural Resources. Knowledge of specialty programs used by the facility to include Comp-U-Weigh for the scale systems, SCADA reporting system, and the GPS surveying equipment and programs. Knowledge of budget and financial responsibilities. Knowledge of the office and field equipment including scale, computer and mechanical items. Ability in establishing effective working relationships. Ability in supervising and managing subordinate personnel effectively. Ability to diagnose, resolve operational issues with equipment. Ability to effectively communicate orally and in writing with staff, and customers.

### **Physical Requirements:**

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, talking or hearing, tasting or smelling.

This position requires lifting up to 50 pounds.

No special vision requirements.

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, and potential for violence/physical altercations.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*