

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

TITLE: FACILITY OPERATIONS SUPERVISOR

REPORTS TO: FACILITY MANAGER

JOB CLASS: EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: STATEWIDE

PURPOSE:

To supervise facility operations staff and provide the Facility Manager with support services related to facility operation and maintenance.

JOB DUTIES:

- * Supervise, plan and direct daily activities of Weighmasters, Collection Station Attendants and other staff as required
- * Monitor contractors for permit and contractual compliance
- * Verifying permit compliance by performing onsite inspections
- * Train staff and prepare schedules to ensure adequate staff levels at operating facilities
- * Prepare staff evaluations
- * Arrange for contractual services and purchase materials
- * Assist customers/contractors
- * Write technical operations reports and make recommendations
- * Maintain and update plan files, contract specifications, operations and maintenance manuals, etc.
- * Provide assistance to engineers for projects and permitting
- * Manage facility maintenance and projects

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- * Complete daily, weekly, monthly inspection forms
 - * Respond to complaints and questions pertaining to facility
 - * Maintain familiarity with all applicable policies, procedures and regulations
- Respond to alarms, emergencies and other operational situations
- Perform field surveying
- Perform other duties as assigned

QUALIFICATIONS:

An associate's degree in environmental science, engineering technology, or other engineering discipline and four (4) years experience in facility operations and/or project management or any equivalent combination of education, training and experience that has provided knowledge, abilities and skills necessary to perform the duties described including four (4) years supervisory experience is required. Possession of a Manager of Landfill Operations (MOLO) certification from the Solid Waste Association of North America (SWANA) or ability to obtain one within the probationary period.

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

- * Denotes essential functions of job