

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6611

TITLE: ASSISTANT REFUSE SUPERINTENDENT

GRADE: S-22

DEFINITION:

Under general supervision, oversees, directs and trains employees in the collection and disposal of refuse, yard waste, white goods, household hazardous waste, and various other solid waste items. Leads safety compliance and safety compliance monitoring functions. Coordinates work schedules and workloads of various agency teams; prepares reports, maintains records, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Refuse Superintendent is distinguished from the Refuse Supervisor in that the Assistant Refuse Superintendent is responsible for planning and scheduling work assignments among various teams within solid waste management, whereas the Refuse Supervisor is responsible for supervising the work of several crews in an assigned area. The Assistant Refuse Superintendent is distinguished from the Refuse Superintendent in that the Assistant Refuse Superintendent assists in the daily management of operations whereas the Refuse Superintendent directs the daily management of all operations.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Directs and supervises senior refuse and heavy equipment supervisors, maintenance workers, engineering and environmental technicians, heavy equipment and motor equipment operators, and other staff in daily operations;

Plans and schedules work assignments for various activities within the solid waste management program;

Leads safety program management and monitors compliance with safety regulations;

Conducts safety meetings;

Prepares reports, documents, and electronic files in regard to safety issues, compliance issues, daily work activities, and employee performance;

Coordinates vehicle and equipment repairs with appropriate maintenance facilities;

Investigates vehicle accidents and personal injuries and serves on safety review panels;

Ensures facility, vehicles, operations, and employees comply with all applicable rules and regulations;

Counsels, trains, schedules training, and mentors employees;

Participates in interview panel and recommends new hires;

Respond to complaints on various issues that may arise;

Provide input and statistical data in preparation of budgets;

Maintain inventory of supplies and materials and order new as needed;

Performs special projects as required;

Serves as Superintendent or Complex Manager in his/her absence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Considerable knowledge of Federal, State, and Local rules and regulations;
Knowledge of safety regulations, safety review and investigative procedures;
Knowledge of contracting procedures;
Ability to plan, schedule, and supervise work of others;
Ability to counsel and mentor others;
Ability to perform audits of work procedures, work performance, facility, and equipment and take corrective action as required;
Ability to operate heavy vehicles and equipment;
Ability to supervise and train others in the operation of a variety of heavy vehicles and equipment;
Ability to supervise and train others in the safe operation of a variety of heavy vehicles and equipment;
Ability to prepare reports and documents that pertain to operational and compliance issues within the solid waste management program;
Ability to give and follow oral and written instructions;
Ability to work with contractors, other County agencies, and business firms;
Ability to maintain good working relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High School diploma or G.E.D. issued by a state department of education;
PLUS three years of refuse collection or disposal experience or experience managing field operations involving heavy equipment operations, scheduling, and maintenance, PLUS two years of experience at the supervisory level.
Completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades may be substituted for one year of the required supervisory experience.

CERTIFICATES AND LICENSE REQUIRED:

Possession of a valid Motor Vehicle Driver's License; OR
Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License. May be required to provide copies of driving record periodically for verification of driving status.
Some positions require a Virginia Waste Management Facility Operators License.

NECESSARY SPECIAL REQUIREMENTS:

None.

ES REVISED: November 1, 2011
REVISED: January 4, 2007
REVISED: March 1, 2006