

JOB TITLE: Convenience Center Supervisor

SW/10

DEPARTMENT: Solid Waste, Rutherford County

JOB SUMMARY: This position supervises the coordination and maintenance of convenience centers in the collection and processing of recycling materials.

MAJOR DUTIES:

- o Monitors the status of each convenience center; checks for compliance with ordinances, rules, and regulations.
- o Performs the collection and public relations functions of an assigned convenience center.
- o Takes requests for materials and supplies; orders supplies and delivers to convenience centers.
- o Receives reports of equipment malfunctions or failure; determines repair needs; contacts maintenance department for repair.
- o Maintains a checklist of needs and requirement of the centers; assures that safety procedures and requirements are followed.
- o Assures that grounds and the physical environment surrounding the centers are maintained and landscaped.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the operation of convenience centers.
- o Knowledge of the standards and regulations of solid material recycling.
- o Knowledge of county ordinances and department policies and procedures.
- o Skill in supervision.
- o Skill in problem solving.
- o Knowledge of the standards and practices or
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Solid Waste Manager assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related supervisory duties. Inclement weather and frequent contact with the public contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to supervise the coordination and maintenance of convenience centers in the collection and processing of recycling materials. Successful performance helps the provision of timely services to the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed at a convenience center. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, foul odors, and inclement weather. The work requires the use of protective devices such as gloves, goggles, and safety shoes.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Convenience Center Attendant (3) and other part-time attendants.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.