



City of Milford Solid Waste & Facilities Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Five years of experience in building maintenance or refuse collection. A comparable amount of training and experience may be substituted for the minimum qualifications.

Licenses, Certificates and Other Requirements: Class A UST (Underground Storage Tank) operator certification. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is required. Valid Medical Examiner's Certificate is required. NIMS (National Incident Management System) ICS (Incident Command System)-100, 200, 300 and FEMA IS-700, 800 training. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High School diploma or equivalent

Direct Supervisor: Public Services Superintendent

Supervisory Responsibility: Small group

Primary Work Location: In and out of city limits with possible exposure to extreme environments with reporting, office duties and meetings at the Public Works Facility.

Job Summary: Performs responsible skilled and technical work in the installation, maintenance, repair, and construction of municipal facilities and solid waste collection activities.

The Solid Waste & Facilities Supervisor shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Solid Waste & Facilities Supervisor shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Responsible for overseeing the daily operation of the solid waste division to include planning and directing the collection of solid waste material, bulk items, and brush and leaves from customers.
- B. Plan and direct the distribution of collection containers to customers.
- C. Examine equipment daily for availability, maintenance, and cleanliness.
- D. Oversee the completion of work orders and ensure billing is completed when appropriate.
- E. Perform studies and prepare reports on related public works functions.
- F. Evaluate, recommend and/or develop, and implement software programs for cost savings of refuse collection.
- G. Responsible for planning, organizing, and managing preventive maintenance, cleaning, and repairs to equipment, fixtures, furnishings and structures at all municipal owned facilities.
- H. Prepares and administers contractual maintenance, repairs, and/or modification of facilities.
- I. Oversee facility projects, renovations or refurbishments.
- J. Coordinate maintenance and repairs with facility staff.
- K. Investigates municipal premises accidents.
- L. Evaluates each facility's utility usage, recommend and/or develop, and implement software programs for cost saving and maintenance.
- M. Participates regularly and frequently in direct observation and support of Solid Waste Collection activities by either/both operating the Solid Waste collection vehicles and/or traveling with assigned Solid Waste Vehicle operators (in vehicle on regular route) in an observational/filed review capacity.
- N. Assist with the preparation of the budget and Capital Improvement Plan
- O. Provide customer service in addressing customer complaints.



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- P. Promote a safe work environment using Federal, State, and OSHA guidelines.
- Q. Work scheduled on-call duties and after hours, as needed, for special events and weather-related emergencies.
- R. Maintains after-hours call-in continuity manual for the Department of Public Works.
- S. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Facilities maintenance and refuse collection principles and practices.
- Applicable Federal, State, and local laws, rules, regulations, standards, codes, and/or statutes of assigned areas of responsibility.

Skills

- Establish maintenance standards to assure continuous serviceability of facilities.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective work relationships.
- Time management.

Abilities

- Plan and supervise work of others.
- Understand, abide, and enforce all safety rules.
- Interact positively with the public.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
