

# Classification description



**Title:** Station Superintendent

**Job Code:** 1642

**Pay Range:** 542

**FLSA Status:** Exempt – Executive/Supervisory

**Employee Group:** Non-represented

**Established:** July 1, 2020

**Revised:**

**EEO Category:** Officials and Administrators

## DESCRIPTION

Provide oversight and assume responsibility of all activities at the work site of a critical government service, a Transfer Station for garbage and recycling. Coordinate and give direction at the executive level for multiple complex, critical programs and projects; direct the work of supervisors and contractors to ensure services to the public and business community. There are two sites and each has its specific responsibilities.

## DISTINGUISHING FEATURES

This is a single classification and not part of a series.

## DUTIES AND RESPONSIBILITIES

1. Acts as the Division director in the director's absence.
2. Plans, organizes and directs services of the facility. Analyzes, researches, implements and monitors procedures for effective, efficient operations, and public image.
3. Ensures compliance with all environmental permits, updates and renewals when needed, acquires new permits as needed.
4. Determines facility needs and develops capital improvement requests and sponsors capital improvements for site.
5. Furthers the agency and department mission concerning Diversity, Equity and Inclusion with staff, customers and contractors leveraging the operations to do so.
6. Manages multiple, complex large contracts and ensures contractor compliance through corrective actions when needed.
7. Ensures safety for all employees and customers at assigned site.
8. If the assignment is at the Central station, oversees Community Collection events for neighborhoods.
9. Supervises the work of different teams at assigned locations. For example, the Community Collection events or traffic and load inspections.
10. Maintains confidentiality, discretion and ethical use of resources.
11. Performs facility-wide supervision responsibilities over supervisory, professional and technical support employees. Hires, promotes, transfers, assigns work, evaluates performance, handles grievances and discharges employees.
12. Assists in short- and long-term planning of the department, manages special projects or studies to meet overall direction and objectives of the department and agency.
13. Oversees collection of tipping fees on site and monthly collection of agency revenue from account holders; makes decisions on corrective actions in response to

delinquent accounts.

14. Responds to emergency situations within the facility or assists to set up and operate collection events in the region and as a part of the region's disaster preparedness program.
15. Develops and maintains relationships with external entities in support of department programs; meets high level internal and external stakeholders, meets with public and private officials to represent the facility. Represents Metro to customers and other external stakeholders.
16. Coordinates daily with Metro's other transfer station activities for an operation that runs 363 days per year, 20 hours per day.
17. Gives facility tours for public and stakeholders.
18. Participates in continuity of operations planning and oversees implementation of continuity plan when activated.
19. Participates in preparing for major disasters, e.g. major winter/wind storms, earthquakes, floods, pandemics, etc.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Experience**

- Seven years of progressively related experience and
- Three years of supervisory experience and
- Bachelors' degree in relevant fields such as Business Management/Administration, Accounting, Economics, Finance, Public Administration and degrees in Environmental Science, Management, Engineering, or Policy
- Certifications in Hazardous Waste Operations and Emergency Response (HAZWOPer) training, emergency response, incident command training, Transfer Station operations course or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### **Knowledge, Skills and Abilities**

- Good situational awareness in a fast-paced operational environment with large equipment in a specialized industry
- Large equipment and understanding of compactors, loaders, dozers, grapple, sweeper, long-haul freight equipment
- Environmental permitting and other regulatory considerations related to the industry, environmental permit compliance reporting (for example, stormwater, waste water, building permitting) etc.; land use permit; long-haul freight (ODOT) regulations
- Negotiation and management of large contracts and contract changes
- Oregon Hazardous Waste management laws and regulations
- Excellent communications skills paired with customer service skills
- OSHA understanding and awareness
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position

### **SUPERVISION RECEIVED**

Supervision is provided by the Solid Waste Operations Program Director

### **SUPERVISION EXERCISED**

Scalehouse Supervisor, Hazardous Waste Facility Supervisor, Program Coordinator, Equipment Maintenance Specialist, Hazardous Waste Specialists, Program Assistants

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### **RELATIONSHIPS/CONTACTS**

Site Superintendent is the primary contact point for customer feedback and maintains cordial relationships with officials (e.g., City Manager) whose local jurisdiction hosts the facility.

### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

PPE used as needed, standard office equipment is used

### **WORK ENVIRONMENT**

Work is performed in both an outdoor environment subject to local weather and an indoor environment. High likelihood of being called at any hour for emergency situations.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*