

Brunswick County, VA

Title: Convenience Center Supervisor

Job Code: C010



General Description

The purpose of this job within the organization is to supervise the operations of the convenience centers and attendants.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.

Supervises Convenience Centers and attendants; creates work schedule and assigns work load; coordinates fill-in attendants when regular attendants are absent from work.

Maintains files and records; collects, calculates and submits timesheets.

Communicates with citizens and businesses regarding recycling and waste collection; monitors center regularly.

Assists with reports and correspondence; collaborates with recycling programs and festivals.

Ensures Convenience Center supplies are utilized effectively and keeps centers supplied.

Supervises, utilizes, and handles compactors and balers; monitors the safety of attendants utilizing the equipment through proper training.

Ensures attendants wear PPE at all times to ensure health and safety.

Attends recycling and litter workshop/training.

Calls for recycling pickup, porta john cleaning, and repairs to equipment.

Observes attendant's work performance; ensures attendants attend annual trainings and meetings.

Reports any incidents to the Solid Waste Director.

Inspects fire extinguishers and smoke alarms monthly.

Performs related work as assigned.

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Minimum Education and Experience Requirements:

Bachelor's Degree.

Requires two years supervisory experience.

Special Certifications and Licenses:

CPR/First Aid Certification

Valid Driver's License

Fork Lift Certification

Americans with Disabilities Act Compliance

Brunswick County is an Equal Opportunity Employer. ADA requires Brunswick County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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