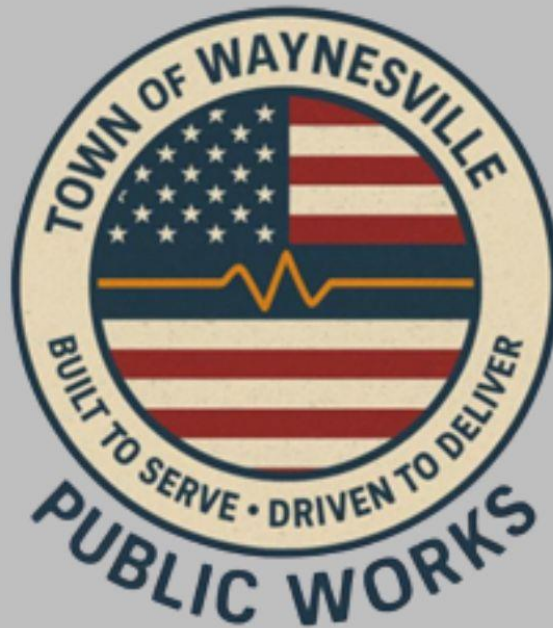


August 2025



Solid Waste Supervisor
\$55,173.36 - \$88,277.38 DOE



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Solid Waste Supervisor

Department: Public Works – Solid Waste Division

Reports To: Deputy Director of Public Works - Operations

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

Position Summary

The Town of Waynesville is seeking a results-driven, safety-conscious, and organized professional to serve as Solid Waste Supervisor. This position oversees the daily operations of the solid waste collection division, including household garbage, recycling, and bulk waste removal. The position is responsible for compliance with state and federal regulations, route optimization, and supervision of collection personnel.

KEY RESPONSIBILITIES:

Division Operations & Compliance

- Direct and schedule all residential and commercial solid waste and recycling collection services.

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- Monitor routing systems, vehicle GPS, and performance metrics to improve efficiency.
- Ensure all staff comply with state solid waste disposal regulations and Town ordinances.
- Respond to citizen complaints, special pickups, and seasonal collection needs.

Supervision and Workforce Development

- Supervise drivers and collection staff, monitor attendance, and conduct performance evaluations.
- Lead daily safety briefings and provide on-the-job training.
- Promote accountability, team building, and continuous improvement.

Fleet Oversight and Maintenance

- Coordinate with Fleet Maintenance for inspections, servicing, and repairs of collection vehicles.
- Maintain daily logs, route changes, and vehicle condition reports.
- Ensure pre- and post-trip inspections are completed properly.

Customer Service and Communication

- Communicate with residents, business owners, and Town staff regarding services, delays, and program information.
- Represent the division at internal meetings and coordinate with other departments on clean-up events and public works efforts.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required.
- Five (5) years of solid waste or related municipal services experience.
- Two (2) years of supervisory or crew lead experience preferred.

Certification Requirements:

- Possession of a valid North Carolina Commercial Driver's License (CDL) or ability to obtain within 6 months of hire.
- Solid Waste Association of North America (SWANA) certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of solid waste collection procedures, landfill regulations, and recycling operations.
- Ability to lead a field crew, evaluate performance, and train new employees.

- Skilled in route planning, incident reporting, and equipment inspection.
- Proficient with GPS tracking systems and digital recordkeeping.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA: Maintains route logs, tonnage reports, service requests, safety inspections, and equipment maintenance records using work order systems and fleet tracking tools.

PEOPLE: Supervises solid waste collection crews and works directly with Town departments, residents, and vendors to ensure efficient service delivery.

THINGS: Oversees garbage trucks, recycling vehicles, bulk pickup equipment, and waste collection tools; ensures proper use, safety, and readiness.

COGNITIVE REQUIREMENTS

- **REASONING:** Applies sound judgment to prioritize routes, manage personnel, resolve service issues, and respond to emergencies or inclement weather impacts.
 - **MATHEMATICS:** Uses basic math to track loads, calculate disposal volumes, and monitor time and fuel efficiency.
 - **LANGUAGE:** Drafts service reports, communicates expectations and safety procedures, and interacts clearly with internal and external stakeholders.
 - **MENTAL:** Balances routine collection schedules with service interruptions, equipment breakdowns, and customer complaints.
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PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- **PHYSICAL:** Must lift up to 75 lbs., walk and stand for extended periods, operate heavy vehicles, and perform tasks in varied weather conditions.
 - **ENVIRONMENTAL:** Frequent exposure to loud noise, odors, outdoor elements, waste materials, and potential traffic hazards.
 - **SENSORY:** Requires strong visual and auditory awareness for equipment operation and field safety monitoring.
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JUDGMENTS AND DECISIONS

This position exercises independent judgment in route management, crew assignments, and operational problem-solving. Decisions affect public sanitation standards, service reliability, and regulatory compliance.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation for qualified individuals with disabilities. Prospective and current employees are encouraged to discuss accommodation.

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The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

Town of Waynesville,

Brittany Angel, HR Coordinator

Human Resources Department

16 S. Main Street

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov