



City of South Bend

Vacancy Announcement

Post Date: Friday, May 8, 2015

Closing Date: Until Filled

OPERATIONS SUPERVISOR-ORGANIC RESOURCES

Category: Full Time

Department: Public Works/Division of Environmental Services

Reports To: Operations Manager-Wastewater

Schedule: Monday-Friday, 40 hours between 7:00 AM and 4:30 PM

Pay Rate: \$46,000-\$56,000/yr. (Exempt)

Position: **SUMMARY**

Individual directs and oversees the daily operation and the staff at the Organic Resources Facility. Is knowledgeable on the marketing plan for the ORF compost material and actively works to keep the marketing plan current and viable. Individual must maintain good relationships with the farmers who participate in the land application program as well as actively seeking new farmers and fields for land application. The position requires knowledge of land application practices and requirements as detailed in the Land Application Permit. Maintains detailed records of all land application reports and meets monthly with Operations Manager and Division Director of Environmental Services to review data for the ORF Facility. The Superintendent is responsible to implement, oversee and maintain the City of South Bend personnel procedures/policies.

SUPERVISION EXERCISED

Supervises Job Leader, 4 Heavy Equipment Operators, and Secretary V at Organic Resources facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Actively supports the City's and Division's mission statements
- Responsible for directing the Organic Resources Facility personnel and the day to day operations of the Organic Resources Facility
- Responsible for the hiring, training, team building and evaluation of Organic Resources Facility personnel
- Recognizes good work performed by employees, recommends employees for promotion, and follows the City's progressive discipline practices as needed
- Assumes administration duties (time cards, vacation schedules, overtime assignments, record keeping and reporting) as necessary
- Responsible for providing opportunities for the continuous development of Organic Resources Facility personnel
- Contributes to and helps maintain a safe and positive work environment

- Determines and implements improvements in site operating procedures, facilities and equipment effectiveness and efficiency
- Participates in all State reporting regarding Biosolids land application
- Makes budgetary and capital purchase recommendations
- Completes projects and studies as assigned
- Works closely with Customer Service staff to provide high quality service
- Must interact with co-workers and the public with tact and diplomacy
- Must perform all job functions with professionalism and honesty
- Must be able to plan and direct the work of others

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- All other duties as assigned.

EDUCATION / QUALIFICATIONS:

- High school graduate or GED equivalent
- Two (2) years supervisory experience preferably in wastewater treatment and/or biosolids management and compost handling
- Background in heavy equipment a plus

KNOWLEDGE AND ABILITY:

- Ability to effectively work in a team environment
- Must be organized, computer literate and customer oriented
- Must have knowledge of heavy equipment operations and maintenance
- Must have the ability to develop and maintain strong relationships both internally and externally
- Must be able to work outside in all weather conditions
- Must be able to climb ladders to get in and out of equipment
- Must be able to load and unload roll off boxes and snow plowing when needed

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Commercial Driver's License - Class A

EQUIPMENT

Must be able to operate 6 yard front end loader, diesel powered screening machines, bulldozer, roll-off bin truck, semi and tractor trailer, compost windrow turner, large manure slinger, and 4x4 pickup. Required to wear steel toed boots, winter wear and approved safety gear as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work may be performed in an office setting, with moderate inside temperatures as well as outside in challenging environments where safety gear is required as needed. The noise level in the work environment is usually moderate in the office and can be loud in the field. Entire office and all City vehicles are smoke-free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required