



Job Description: Compost Facility Supervisor

Salary Range: \$42,744 - \$68,640 Annually D.O.Q.

FSLA: NONEXEMPT

SUMMARY OF POSITION

The facility supervisor is responsible for the overall supervision of the facility to ensure that it operates in a safe, effective and efficient manner.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Wastewater Superintendent/General Manager
2. **Directs:** All operations and employees at the compost facility
3. **Other:** Works with administration staff, customers, vendors, TCEQ staff and others that come to the facility.

EXAMPLES OF WORK

- Supervise facility employees, including employee work scheduling.
- Set work schedules for all operations including grinding, screening, windrow building and turning, adding odor control product and grounds maintenance.
- Review the facility daily to make sure that compost operations are running effectively and brush and compost screening is on schedule.
- Schedule product delivery.
- Bill out customers using Quickbooks software
- Keep detailed records on compost windrows, brush and sludge.
- Responsible for TCEQ permitting and regulations of composting.
- Schedule and document equipment maintenance needs.

For the purpose of compliance with the American With Disabilities Act (ADA)
This job description does not take into account potential reasonable accomodations.

EXAMPLES OF WORK cont'd

- Identify potential customers using various means such as website searches and phone calls and e-mails.
- Assist in creating annual budget for the facility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have working knowledge of QuickBooks accounting software and Excel.
- Must also know how to use other Microsoft Office products, office management skills and the ability to work with customers, vendors, employees and others in a professional manner.
- Strong organizational skills including the ability to set schedules manage people and operations and assist with budget preparation.
- Knowledge of the TCEQ rules on composting. Knowledge of maintaining and operating heavy equipment is desirable.
- Must be able to meet physical demands that include but are not limited to: lifting up to 50lbs., sitting or standing for extended periods of time and working in inclement weather.
- Must be able to work on weekends as required.

ACCEPTABLE EXPERIENCE AND TRAINING

Must be a High School graduate or have GED equivalent and have at least two years of prior supervisory experience. Previous experience in office management is desirable.

CERTIFICATES AND LICENSES REQUIRED

- ❖ Must have the TCEQ MSW Class B certification or have the ability to obtain one within one year
- ❖ Valid Texas driver's license with a good driving record. Class A or B preferred.

Applicant Signature

Date

Supervisor Signature