

TIRE SHREDDER SUPERVISOR

NATURE OF WORK

Supervises and performs all necessary activities at the SPSA Tire Shredder Facility in a cost-effective, efficient, and safe manner to include assigned personnel.

Work is performed under the supervision of the Landfill and Environmental Superintendent.

CRITICAL ELEMENTS OF PERFORMANCE

Supervises the overall operation and maintenance of the Tire Facility. Supervises and works with employees to ensure the facility is run safely, efficiently, and within the operating permit regulations.

Recommends the selection of subordinate staff; supervises, motivates, disciplines and evaluates the performance of assigned personnel; assures adequate training and development of assigned employees according to SPSA's Mission, Vision and Values.

Operates various heavy equipment and machinery on a regular and routine basis in a safe and efficient manner.

Conducts routine and unscheduled maintenance and repairs on the facility's equipment.

Reports observed deficiencies; repair needs and formulate corrective action plans within the scope of knowledge.

Maintains a current inventory of spare and repair parts, materials, and supplies and tools to effectively operate and maintain the facility.

Ensures proper maintenance and appearance of tire facility buildings and grounds as well as cleaning the transfer area or tipping floor at the end of the day.

Ensures that tires are placed in an appropriate area on the facility and directs or performs the unloading of customer vehicles.

Enforces proper safety regulations among employees and customers, and regularly conducts employee safety training on equipment operations and equipment maintenance procedures.

Keeps necessary records as needed and provides for accurate computer data input.

Answers customers' questions and resolves problems in a courteous manner.

Arranges for additional workers when necessary.

Performs other duties as needed and/or required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB

Knowledge of and skill in supervisory practices and the ability to relate well to staff in a supervisory relationship and apply accepted supervisory principles and practices.

Knowledge of EEO principles and practices and how they apply to the workplace.

Knowledge of safety practices in an industrial environment around heavy environment.

Knowledge of unacceptable and hazardous waste which might be encountered.

Knowledge of techniques required to diagnose problems, rebuild, disassemble, repair, and reassemble facility equipment and components. Skill in the use and care of tools and equipment used in the heavy equipment repair trade.

Skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with employees, vendors, customers, and the general public.

Skill in organizing, scheduling, and monitoring the progress of work assigned to subordinates.

Skill in the operation of heavy equipment.

Ability to lead, motivates, and appraises the performance of employees performing functions in the tire facility.

Ability to maintain, repair, rebuild or replace component parts on a variety of heavy and light equipment.

Ability to understand and follow oral and written directions.

Ability to work for sustained periods in a solid waste environment.

Ability to perform basic mathematical calculations.

MINIMUM QUALIFICATIONS

Any combination equivalent to high school graduation and three years of experience in a skilled labor environment, with at least one year as a supervisor or lead worker and two years of experience operating the type of heavy equipment used in the tire facility.

Possess a valid motor vehicle driver's license with a demonstrable safe driving record. As this position may require operating a motor vehicle owned by, leased by or loaned to SPSA; all policies, rules and directives concerning personal driving records, motor vehicle violations and the reporting

thereof will be strictly enforced.

Must be able to perform all essential functions of the job.

ACCOUNTABILITIES

TIRE SHREDDER SUPERVISOR

1. Ensures timely traffic control in unloading tires in a safe, efficient, and productive manner to include assigned personnel. Ensures proper, safe and efficient operation, cleaning, repair and/or maintenance of all tire facility equipment, buildings, and grounds, including daily maintenance checks. Safely operates tire facility equipment as needed.
2. Demonstrates effective supervisory skills, selects, trains, develops, motivates, and evaluates The performance of assigned personnel to achieve established objectives. Ensures compliance with SPSA policies and procedures. Ensures all EEO principles, laws, and policies are followed. Prepares clearly written annual performance evaluations in a timely manner. Fosters a positive team atmosphere by exhibiting fairness, personal commitment, and dedication to the department. Inspires employees to consistently produce outstanding work and provide exceptional customer service.
4. Maintains current knowledge of management practices and topics by regularly attending management training seminars offered by internal and/or external sources. Provides a positive example for assigned staff by executing job duties in a professional manner. Develops assigned staff to their fullest potential. Monitors the work output of assigned staff and provides both praise and constructive criticism as appropriate. Completes assigned performance appraisals and other tasks in a timely manner.
5. Maintains clear and concise communication and courteous, professional relationships with co-workers, SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
6. Follows SPSA policies and procedures. Maintains any required training and licenses. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.

AMERICANS WITH DISABILITIES ACT
ESSENTIAL FUNCTIONS LIST

JOB TITLE: Tire Shredder Supervisor

ESSENTIAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Operates heavy equipment while performing the duties of supervising the delivery unloading, and processing of tires brought to the facility.	Mental ability to read, writes, comprehend, maintain records, to analyze and make adjustments in the flow of solid waste. Mental capacity and physical dexterity to operate computer and front-end loader and other relevant equipment. Valid Virginia driver's license and ability to drive an automobile or pick-up truck safely. Ability to exert up to 100lbs of force occasionally, and/or up to 20lbs of force constantly to move objects. Interpersonal relations skills and ability to organize, coordinate, and direct.	45%
2 Perform routine service and preventive maintenance to facility equipment.	Must have the mental ability and physical dexterity to perform preventive maintenance on heavy and light duty equipment. Manual dexterity to work with hand tools and power tools. Ability to exert up to 100lbs of force occasionally, and/or up to 20lbs of force constantly to move objects.	25%
3 Answer questions and make decisions regarding users and the public.	Mental ability to interpret, analyze, use judgement, verbal and written communication skills, interpersonal relations skills.	15%
4 Ensures grounds and litter control is maintained.	Ability to walk, climb stairs, stoop, bend, reach and lift to remove litter from the grounds. .	5%
5 Trains and supervises assigned personnel.	Mental ability to read, writes, analyze and interpret data then present to employees in a clear manner.	5%
6 Follow hazardous waste and safety procedures.	Ability to observe and locate hazardous waste then follows SPSA procedures to eliminate.	Continuous
MARGINAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Special projects as assigned.	Verbal and communication skills, interpersonal relations skills, ability to organize, coordinate and direct to meet deadlines.	5%
<p>Remarks: Requires working in adverse climatic conditions (i.e., dust, odor, hot, cold, rain, snow). Requires wearing appropriate safety gear. Ability to understand oral and written instructions per SPSA manual. Subjected to work in cold weather, hot sun, extreme heat (up to 130°F) and around continuous dust and odor from trash.</p> <p align="center">*Sufficient vision and hearing required to perform the essential functions of the job listed above*</p> <p align="center">ADA STATEMENT</p> <p>The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.</p> <p>This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.</p>		
Applicant/Employee Signature:		Date:
Please Print Name:		



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 Chesapeake, VA 23320
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<http://www.spsa.com>

APPLICATION FOR EMPLOYMENT

Effect of Nondisclosure: Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State Zip Code
Primary Contact Number: ()		check one: home work cell pager
Alternate Contact Number: ()		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From: To: Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

Information regarding disclosure of Social Security Number, if applicable. Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature _____ Date _____ Receipt by _____ Date _____

**The Southeastern Public Service Authority complies with EEO/ADA guidelines
and is a drug-free workplace.**