



**JOB ANNOUNCEMENT**  
**General Public Vacancy (REVISED)**

**OPEN DATE: December 12, 2024**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Solid Waste Supervisor

**PAY RATE:** \$20.00/hr.+ (based on experience)

**DEPARTMENT:** Utilities

**DIVISION:** Solid Waste

**SUMMARY:**

Performs under the direct supervision of the Solid Waste Director and/or designee. This is a supervisory and task oriented position involving all operational phases of the Solid Waste Department. Work includes a range of tasks as they relate to the operation of the Solid Waste Department including accomplishments through other people. Work is evaluated on the basis of direct observation as well as results of assigned tasks. Supervision of Solid Waste Department personnel in the field in the absence of the Solid Waste Director.

**DUTIES AND RESPONSIBILITIES:**

- Operates trucks both light and heavy duty.
- Works with tools and equipment both light and heavy duty.
- Performs and maintains routine record keeping.
- Schedules, plans and directs solid waste field personnel.
- Enforces safety practices for assigned staff.
- Maintains Inventory supplies, tools and maintenance products of the department.
- Routinely inspects the department's equipment and vehicles.
- Attends meetings, trainings and seminars as required.
- Reports any concerns or issues to Solid Waste Manager and Director.
- May be required to perform other duties as assigned.

**MINIMUM JOB QUALIFICATIONS:**

- High school diploma or equivalent.
- Minimum two (2) years experience in Supervisory position. Minimum one (1) year experience in field work.

**EMPLOYMENT REQUIREMENTS:**

- Valid New Mexico Class D Driver's License, with exceptional driving record.
- Must possess a Commercial Driver's License (CDL).
- Must obtain a Transfer Station Certification and Recycling Certification within one (1) year of employment.
- Ability to acquire and maintain all certifications as required by the New Mexico Environment Department (NMED).
- Because of the need to be able to contact employees in emergency situations, employees having this job title must either have a telephone or ready access to a telephone at their residence.
- When contacted, the employee is expected to report to work unless there are special non-reoccurring circumstances.

*Solid Waste-Supervisor*

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- Must live within the city limits or within 3 miles of city limits.
- Required to perform "On Call" duties on weekends, holidays, and anytime outside normal working hours.
- Requires drug testing under DOT Drug Policy.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and follow oral or written instructions.
- Ability to establish and maintain effective working relationship with supervisors and other employees and to deal with the public in a pleasant, courteous, and tactful manner.
- Ability to perform heavy manual work and to operate various hand controls.
- Trustworthy; strong personal integrity.
- Demonstrates strong level of accountability and ownership.
- Collaborative/team oriented.
- Emotional maturity.
- Exhibits professionalism with internal and external customers.
- Organized with strong attention to detail and time management skills.
- High degree of initiative; self-starter.
- Knowledge of New Mexico traffic regulations.
- Must be knowledgeable of all types of mechanical maintenance and upkeep equipment for service vehicles, and packer trucks including tire changing, hydraulics, pressure hoses, inflators, jacks.
- Must have full knowledge of the operation devices in the truck and compactor.
- Complete knowledge of the operation and maintenance of garbage trucks.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Work is performed primarily outdoors at work site locations about 95% of the time and 5% in the office
- Working surface is on concrete, asphalt and dirt areas.
- Work is performed in all types of inclement weather conditions.
- Some travel may be required.
- Operates City vehicles and heavy equipment.
- Occasionally may be required to work beyond normal work day to complete assignments as directed by the Solid Waste Director.

**Sitting**

Occasional but essential requirement of the job. This would be up to 33% of the time. Duties performed during sitting are:

- Operate a variety of heavy equipment.
- Driving City vehicles.
- Does work orders.
- Operates transport trucks hauling heavy equipment.
- Prepares billing as needed.

**Walking**

Occasional but essential requirement of the job. This would be up to 33% of the time. Duties performed while walking are:

- Loading tools
- Shoveling
- Performs maintenance, repairs and adjustments, both routine and emergency.
- Assists mechanics in performing major repairs by performing less technical details.

**Standing**

Occasional but essential requirement of the job. This would be up to 33% of the time. Standing includes all tasks performed while standing and walking:

Duties performed while standing are:

- Emptying trash
- Shoveling
- Performs maintenance, repairs and adjustments, both routine and emergency.

**Sprinting/running**

Occasional but essential requirement of the job.

**SPECIFIC MOVEMENTS:**

Mobility Factors:

- Walk 33%, Climb Steps 5%
- Primary Work Position: Stand 20%, Sit 5%

Trunk: Bends frequently.

Arms: Reaches, extends to vehicle/equipment compartment and/or dashboards.

Carries objects weighing 90 lbs and over with assistance when required,

Three (3) yard bins, 1 ½ yard bins, white goods approximately (5) feet.

Legs: Bends, walks and kneels.

Hands: Gross dexterity, occasionally Grasp/manipulate, frequent speed required , often bilateral coordination and frequent continuous eye/hand coordination.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.


**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application, the employment application is available at:

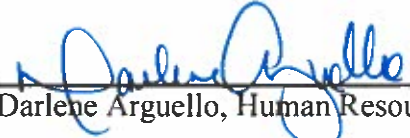
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

**OR** send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
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Timothy Montgomery, City Manager

  
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Darlene Arguello, Human Resource Director