



**Job Title:** Route Supervisor

**Status:** Exempt

**Reports to:** Director of Operations

Cal-Waste Recovery Systems is looking for full-time Route Supervisor. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin, and Calaveras County areas. Cal-Waste is a family-owned business **97 years strong**. Check us out at [www.cal-waste.com](http://www.cal-waste.com).

### **POSITION SUMMARY**

The Route Supervisor is responsible for managing all day-to-day collection activities of Route Drivers. Under the direction of management, responsibilities will include all aspects of daily leadership, operational productivity, safety, customer service, and business course of action. The Route Supervisor will ensure all work is performed in accordance with Cal-Waste's safety and compliance standards, and with all federal/state regulations. This position has supervisory responsibilities for drivers assigned to the department. This includes responsibility for employee coaching's and feedback, scheduling time off, employee complaints, payroll, job responsibility and performance, etc.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily.

- Provide day-to-day supervision and support to all Route Drivers.
- Directs daily workflow to ensure efficient production and high productivity.
- Ensure any errors or missed deliveries/pickups are reported and resolved.
- Fields and responds to inquiries and complaints from customers.
- Works closely with Customer Service, Safety and Maintenance.
- Manages driver time and attendance, minimizing overtime.
- Monitors productivity, service, and safety for each route and driver.
- Conducts investigations and generates reports for all injuries, incidents and accidents ensuring consistent discipline and retraining.
- Conducts and participates in required meetings.
- Operate equipment and commercial vehicles as needed.
- Works with a designated group to resolve employee relations and labor related issues.

- Ensure drivers comply with physicals, drug, and alcohol tests, and required training.
- Maintain open communication with leadership and other departments to ensure fluid and effective operations.
- Communicate and enforce company policies and procedures and all safety programs.
- Perform other job-related duties as assigned.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS**

- Basic computer skills and knowledge of Microsoft applications.
- Experience in the Waste Industry preferred.
- Excellent verbal & written communication skills.
- Must be able to work independently, make decisions and resolve problems.
- Must always be able to work flexible schedules including weekends, holidays and be available to address operational issues by phone.
- Ability to maintain a positive attitude towards staff and customers.
- Valid class A or B commercial driver's license with a personal and business driving record that meets Cal-Waste standards and insurance requirements.
- Previous supervisory experience is required.
- Coaching, routing assessments and leading employees are requirements of the role.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

- This is a full-time Monday through Friday day-shift position; however, Cal-Waste operates 6 days per week so this position may require some work hours beyond Monday through Friday day shift. Whatever it takes to get the job done schedule.

### **Location**

- The principal location for this position is our yard in Valley Springs, however this position is responsible for the territory of Calaveras County and driving throughout the county is required. Additionally, our main office is in Galt, CA and occasional travel to this office is necessary.

### **Benefits**

Cal-Waste offers a competitive total compensation package including Medical, Dental, Vision, Life Insurance, 401(k), Vacation, Sick Leave, Holidays, and a Simplified Cafeteria Plan.