OPERATIONS SUPERVISOR - MAINTENANCE

Solid, Hazardous, & Recycling Waste | Solid Waste

JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Operations Supervisor – Maintenance is responsible for ensuring all vehicles, equipment, and maintenance activities are performed efficiently, safely, and in compliance with operational standards.

JOB OVERVIEW

PAY TYPE
Non-Exempt (Hourly)

SCHEDULE
Monday to Friday
May be required to work rotating shifts, weekends, and extra hours during normal week, weekends and holidays.

SHIFT
6:00 a.m. to 4:30 p.m.

LOCATION
Ashland Sanitary Landfill

REPORTS TO
Solid Waste Director

PHYSICAL DEMANDS
Lift up to 50 lbs. (medium)

WORK ENVIRONMENT
Plant and field environment with frequent exposure to noise, heat, dust and odorous conditions.

Frequent interactions with the public and users of the transfer station.

EMERGENCY EVENTS
Required to work during emergency events.

REQUIREMENTS
Valid Louisiana Commercial Driver's License (CDL) Class B

In this role, the incumbent will be expected supervise personnel, coordinate repairs, manage preventive maintenance schedules, monitor inventory, and ensure the availability and readiness of equipment across multiple solid waste and vegetation programs.

The Operations Supervisor – Maintenance is also expected to respond to emergencies, participate in safety initiatives, maintain detailed records, and contribute to budgeting and planning efforts to support both daily operations and long-term goals of the division.

The role requires hands-on leadership, the ability to operate heavy equipment, and flexibility to fill in for other operational supervisors as needed.

JOB DUTIES

- Oversee and coordinate the daily operations of the Solid Waste and Vegetation Fleet Maintenance Division to ensure efficient, safe, and effective service delivery.
- Supervise, train, and evaluate all assigned personnel, including Heavy Equipment Operators and Laborers; provide guidance and support to ensure job performance aligns with departmental standards.
- Review maintenance requests and assign appropriate repair tasks; prioritize work based on urgency and operational impact.
- Perform and oversee preventative maintenance and diagnostic repairs on a variety of heavy equipment and vehicles, including dump trucks, grapple trucks, street sweepers, compactors, dozers, and excavators.
- Monitor fuel levels, treat bulk fuel tanks, and maintain fuel inventory records; audit usage of fuel, lubricants, and parts to ensure availability and regulatory compliance.
- Maintain accurate and timely documentation of maintenance activities, inspections, repairs, parts usage, and safety meetings using solid waste software and digital reporting tools.
- Coordinate repairs with internal staff and external vendors, ensuring timely turnaround and adherence to quality and safety standards.
- Conduct field inspections of vehicles, tools, and equipment to ensure compliance with operational and safety standards.
- Lead monthly safety meetings, generate safety reports, and enforce safety practices throughout all maintenance activities.
- Address public inquiries and complaints in a professional manner; respond to phone calls and assist with general communication needs of the division.
- Provide operational coverage for the Solid Waste Yard, Solid Waste Field, and Vegetation Operations Supervisors as needed.
- Ensure proper assignment of personnel, equipment, and resources to meet daily and long-term operational needs.

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JOB DUTIES CONTINUED

- Maintain a clean, organized, and hazard-free workshop and storage area.
- Monitor and reorder parts, tools, and maintenance supplies; manage inventory and coordinate project materials.
- Evaluate vendor performance and manage waste fluid recycling and hazardous material disposal in accordance with regulations.
- Develop and implement record-keeping systems, maintenance tracking tools, and operational procedures to improve efficiency.
- Assist in the preparation of annual budgets and capital outlay recommendations for equipment and facility improvements.
- Operate and transport heavy equipment such as excavators, dozers, trash compactors, front end loaders, tractors, grapple trucks, street sweepers when required and provide instruction to operators on safe and effective usage.
- Manage the recovery, documentation, and reporting of equipment-related accidents and incidents.
- Ensure all vehicle GPS tracking systems are functional and used effectively for operational oversight.
- Support emergency response operations and storm preparation or cleanup, including special event support and extended work hours as required.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- Leadership Skills: Ability to effectively lead, supervise, and motivate a diverse team to achieve high performance and maintain safety and operational standards.
- Time Management: Efficiently prioritizes and manages multiple maintenance schedules while responding promptly to urgent repair needs and unforeseen issues.
- Analytical Skills: Capable of diagnosing complex mechanical issues, evaluating repair options, and making informed decisions that optimize fleet performance and resource use.
- Communication Skills: Communicates clearly and professionally to direct staff, coordinate with vendors, handle public inquiries, and reporting to management.
- Organizational Skills: Proficient in maintaining detailed maintenance records, tracking inventory, and managing preventive maintenance programs with accuracy and consistency.
- Technical Skills: Expertise in operating, servicing, and troubleshooting a wide range of heavy equipment and vehicles, as well as using maintenance software and diagnostic tools. Proficiently operates office software such as Microsoft 365 and the MGO work order platforms.
- Qualifications:
    - High school diploma or GED certification required.
    - A minimum of two (2) years of experience in solid waste management, fleet maintenance, or related field.
    - Working knowledge of heavy equipment operations, diagnostics, and repair procedures.