



Lead Roles and Responsibilities Agreement

Solid Waste Management (SWM) will assign the Lead position to employees who display the leadership traits required to perform the necessary duties. This will not be determined by seniority but through a competitive process and/or by SWM identifying the employee most capable to perform the duties and skills listed below. The employee selected to perform these duties will be compensated at the percentage outlined in their applicable labor agreement.

Lead Duties include but are not limited to the following:

- Emulate leadership traits - integrity, vision, team building, quality decision making, motivation, accountability, dependability, and innovation; display strong commitment to SW and workgroup;
- Strong communication skills – respectful, open-minded, active-listener; maintain regular communication with dispatcher, supervisor and workgroup;
- Promote a safety culture – work safely and cooperatively with coworkers and employees;
- Provide work direction and guidance to others to ensure daily work tasks are complete, operationally efficient, and aide in solving problems;
- Prepare and maintain computerized or manual records related to daily operations, employee performance, equipment/inventory needs, and/or related to customer activities;
- Participate in peer-to-peer training; instruct and coach others to develop both people and technical skills (including use of technology); ensure business processes are communicated/followed;
- Evaluate, prioritize, and assign the work of others and report on performance to support performance goals and employee development;
- Aide in facilitation of monthly safety meetings, participate in leadership meetings, Awareness Wednesday, and projects/assignments as identified;
- Uphold and support all policies and procedures related to safety and operational processes;
- Collaborate with management to establish guidelines, procedures, and improvements for daily operations, safety, and accomplish short/long-term strategic goals;
- Provide leadership in alignment with management direction and the City of Tacoma’s Strategic Plan;
- Open to feedback; manage self in manner that fosters learning, high performance, and self-awareness;
- Fill-in as needed and aide in all other related duties as assigned.

The shift hours for this position are **insert times**, Monday through Friday, or until all assigned tasks are complete. Overtime may be required to complete assigned tasks. The shift/hours and related roles and responsibilities may be altered to meet the needs of the department. All lead positions may be periodically reviewed by SWM leadership for recruitment. If the employee is unable or unwilling to meet the outlined expectations, the employee will forfeit the lead position.

I hereby acknowledge that I have read and accept the conditions and responsibilities of the Lead **insert workgroup** position.

Employee Name

Date

Solid Waste Collection Supervisor

Route Supervisor