

# SANITATION CREW LEADER

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Position Code: 1641

WC Code: 9403

FLSA Status: Non-Exempt

Pay Grade: 349

Location: Public Services

Approval Date: 2018

## **General Statement of Duties**

Performs responsible and skilled work supervising the work of a unit engaged in sanitation collection, disposal, equipment operation and other sanitation activities.

## **Distinguishing Features of the Class**

An employee in this class supervises crews engaged in a variety of sanitation activities. Work includes leading a crew in residential garbage, recycling and curbside yard waste collection, and operation of heavy equipment to remove trash and debris from the sides of street and dispose of it. Work also involves insuring that crew members take proper tools, equipment and supplies to the work site and responsibility for work crews and their safety. The employee is subject to working in inside and outside environments including extreme hot and cold weather, day or night, and to work hazards including loud noise, vibrations, moving mechanical parts, exposure to fumes, odors, and poor ventilation. The employee must exercise judgment and initiative in carrying out assignments. The employee is subject to OSHA Standards on bloodborne pathogens. Work is performed under regular supervision and is inspected for compliance with instructions, conformance to established standards, quality and productivity of work crews, and adherence to schedules and priorities.

## **Duties and Responsibilities**

Operation of various sanitation equipment to remove residential solid waste from the sides of the streets.

Assists the supervisor in the assignment of workers and direction and inspection of work; participates in the work of the section.

Coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy.

Prepares time and payroll records; tracks tonnages of material collected; maintains Mobile 311 program; provides input to Supervisor for Performance Evaluations and other administrative duties as required.

Investigates complaints and responds to citizens questions regarding section policies and practices; drives to residences or businesses to investigate complaints; discusses citizen complaints on the phone or in person.

Observes sanitation crews in the field to check for thoroughness, cleanliness and proper and safe use of equipment and procedures.

Participates in the training, safety, and performance coaching of division employees; insures application of safety regulations. Ensures that Departmental Safe Operating Procedures are being utilized. Conducts and documents Safe Operating Procedures using Route Observation Forms.

Ensures special events are manned and equipped as needed.

Estimates and orders materials/supplies.

Serves in the absence of the Supervisor.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of street locations and the geographic layout of the Town.

Thorough knowledge of sanitation policies, practices and procedures.

Thorough knowledge of the operational and maintenance requirements of equipment used by the sanitation division.

Some knowledge of modern office practices, basic computer software, and basic arithmetic.

Skill in the operation of heavy equipment commonly used by Sanitation.

Skill in applying coaching and leadership techniques to coworkers.

Skill in the use of tact and courtesy in dealing with the public regarding service complaints.

Skill in to making presentations to large groups.

Skill in to preparing reports and using software designed for this purpose.

Skill in to completing records on operations.

## **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to operate a sanitation collection vehicle and collect garbage and refuse.

## **Minimum Education and Experience**

High School Diploma or GED and five to seven years of directly related experience; or an equivalent combination of education and experience.

## **Special Requirement**

Possession of a valid North Carolina Commercial Driver's License