

SANITATION SUPERVISOR

Position Code: 2200

WC Code: 9403

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Public Services

Approval Date: 2018

General Statement of Duties

Performs responsible skilled trade and supervisory work assisting in directing the activities of the Sanitation Section of the Public Services Division.

Distinguishing Features of the Class

An employee in this class participates and assists in the supervision of sanitation services. The employee supervises the daily activities involved in residential garbage and curbside trash collection, including occasional operation of heavy equipment to remove trash and debris from the sides of street and dispose of it. The employee assigns workers for daily tasks, rides among various routes and observes sanitation crews at work to insure quality and safe work performance. Work may also include assisting the Superintendent with purchasing, recordkeeping and handling citizen problems and complaints. Work involves public contact both by phone and in person resolving problems and responding to complaints. The employee conducts training and performance coaching and evaluation of staff. The employee exercises some judgment in the application of policies and practices. When operating equipment the work is performed in varying traffic conditions and required the application of traffic and occupational safety measures. Work is also subject to OSHA standards on bloodborne pathogens and Safe Operating Procedures. Work is performed under regular supervision and is evaluated in conferences and by reviewing complaints and their resolution.

Duties and Responsibilities

Occasionally operates heavy sanitation packer equipment to remove furniture, appliances and large piles of trash and debris from the sides of the streets.

Assigns workers and direction and inspection of work; participates in the work of the section.

Prepares time and payroll records; compiles and reviews crew reports.

Ensures that departmental Safe Operating Procedure training is provided, adhered to and documented.

Assists Superintendent in the preparation and execution of employee Performance Evaluations.

Assists in preparing division budget request including heavy equipment needs and costs; monitors adopted division budget; acquires material, supplies, and equipment in compliance with municipal purchasing practices.

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

Rides over sanitation routes to determine amount of discarded furniture, appliances, brush and trash to be collected in determining how to assign personnel.

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

Substitutes as equipment operator as required by absences; acts in the absence of the Superintendent.

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.

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

Some knowledge of modern office practices, basic computer software including MS Word, Excel and Iworks, and basic arithmetic.

Skill in the operation of heavy equipment around parked cars, utility poles and lines.

Ability to supervise unskilled and skilled workers.

Ability to use considerable tact and courtesy in dealing with the public regarding service complaints.

Ability to make presentations to large groups.

Ability to prepare reports and other documents using proper grammar and sentence structure.

Ability to understand a budget and to track budget expenditures.

Ability to operate heavy equipment.

Ability to complete 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 three to five 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