

SANITATION SUPERINTENDENT

Position Code: 2610

WC Code: 9403

FLSA Status: Exempt

Pay Grade: 355

Location: Public Services

Approval Date: 2014

General Statement of Duties

Performs responsible administrative and technical work supervising the Sanitation Section of the Public Works Division.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing and directing the work of numerous crews of Sanitation Workers and Equipment Operators in the daily collection of residential and commercial garbage and trash and solid waste disposal. Work also includes responsibility for a variety of heavy equipment. The employee works with the Public Works Director to develop policies and procedures ensuring that all services are delivered. The employee participates in hiring, conducts training and performance coaching and evaluation of staff. Work involves considerable public contact in providing public assistance and resolving problems. Work requires considerable initiative, tact and courtesy in dealing with the public. Work is reviewed by the Public Works Director for program efficiency and effectiveness through periodic discussion, conferences, written reports and public acceptance.

Duties and Responsibilities

Assigns sanitation workers to crews and crews to routes and vehicles; checks for use of proper safety equipment; adjusts for absences, street blockages, complaints and requests for service and adverse weather conditions.

Makes field inspections on routes observing staff performance for proper use of safe and efficient procedures and equipment; adjusts routing for residential and yard waste collection efficiency.

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

Reviews and approves time and payroll records.

Receives citizen complaints and requests for service; assigns or investigates personally; explains policies and procedures and makes decisions concerning appropriate course of action.

Participates in hiring; trains, coaches, motivates, disciplines staff and establishes procedures and policies with the concurrence of the Director.

Requests equipment and supply needs in budget; procures needed supplies, tools and equipment.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures regarding the operation and maintenance of solid waste collection and disposal.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of the geographical layout of the Town.

Considerable knowledge of modern effective supervisory principles and practices including motivation, communication, leadership, discipline, performance coaching and evaluation.

Ability to plan, organize, schedule and supervise work and employees effectively.

Ability to establish and maintain effective working relationships with other employees and subordinates; ability to deal with the public tactfully and with courtesy.

Ability to prepare records and reports.

Ability to operate sanitation equipment.

Ability to communicate effectively orally and in writing.

Ability to review division effectiveness and recommend steps for improvement.

Physical Requirements

Must be able to physically perform basic life operation functions of stooping, lifting, pushing, pulling, grasping, fingering, talking and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.

Must have visual acuity to operate a vehicle, review the work of staff, and complete records.

Minimum Education and Experience

An Associate's Degree with course work or training in solid waste collection principles, practices and regulations, and five to seven years of progressively responsible supervisory and solid waste related experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Commercial Driver's License