



Job Description

Sanitation Foreman

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of five (5) years of experience in sanitation or related field including the operation of heavy trucks used in the collection of refuse.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Utilities.

Direct Supervisor: Sanitation Supervisor.

Supervisory Responsibility: Direct (17); Indirect (x)

Primary Work Location: Work is performed primarily in outdoors.

Certification: Valid State of Florida driver's license, CDL Class B, and completion of an accredited supervisory training course.

Job Summary: Lead work in driving and operating a residential/commercial truck having specific routes used to collect material from commercial and residential accounts. Assist Supervisor with assigning, and reviewing the work of staff.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Organize, direct, supervise, and participate in sanitation field work.
- Train, supervise, evaluate, and direct subordinates.
- Ensure safe working practices are exercised by crew members.
- Operate multiple refuse collection vehicles.
- Use a variety of hand tools such as a shovel, pitchfork, rake, and other small tools.
- Assess safe operating conditions, especially if any overhead lines are present
- Judge heights and distances from any obstructions while truck is in operation.
- Drive the truck or operate the equipment on assigned route areas.
- Complete designated refuse collection routes as scheduled.
- Operate controls on the inside and outside of the cab with the left hand or right hand in order to operate the knuckle boom.
- Assist with the general maintenance and cleaning of vehicles and equipment.
- Repair and deliver carts to both commercial and residential customers that are provided by the City.
- Fill out Vehicle Maintenance Reports daily.
- Answer service-related questions posed by customers or provide customer with contact number through which the desired information may be obtained.
- Perform supervisor duties in supervisor's absence.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Occupational hazards and safety precautions.
- Geography of the City.
- City's functions, policies, and procedures.

Skills

- Written and oral communications and relational skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Report to work on time and to perform the duties of the position for an entire work day.
- Perform occasional overtime and weekend work as needed.
- Be alert to traffic and aware of both safe and unsafe procedures and situations that may occur or be present while operating a City vehicle.
- Work in extreme weather with exposure to dust, dirt, fumes and noises.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.



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- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date