



Job Description

Sanitation Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of five (5) years of progressively responsible experience in work relating to refuse collection or solid waste operations including supervisory experience.

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

Department: Utilities.

Direct Supervisor: Utilities Director.

Supervisory Responsibility: Direct (19); Indirect (x)

Primary Work Location: Work is performed primarily in an office setting and outdoor field environment.

Certification: Valid State of Florida driver's license, CDL Class B, and completion of Managing Municipal Solid Waste Collections Systems Training Course.

Job Summary: Responsible for supervising, assigning, and reviewing the work of staff responsible for the pickup, transport, and disposal of residential, commercial waste, and recycled material.

Essential Job Functions

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

- Establish, schedule, and develop methods for providing solid waste services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the selection of assigned solid waste staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Plan, prioritize, assign, supervise, review, and participate in the work of staff.
- Develop schedules, routes, policies, and procedures for the operation of the Solid Waste Division.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures as well as ensure compliance.
- Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
- Monitor routes and ensure procedures are completed in a satisfactory and thorough manner and in compliance with City safety policies and procedures.
- Respond to accidents and injuries and coordinate completion of necessary paperwork; oversee and coordinate safety meetings.
- Prepare or review and maintain a wide variety of written reports and records including time sheets, work orders, and maintenance request; input information into a computer system; prepare reports on operations and activities as necessary.
- Participate in ordering equipment and supplies for the division; assist in preparing specifications and bid packages for purchase of new equipment.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner.



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- Coordinate assigned maintenance activities with those of other divisions.
- Attend and participate in group meetings; maintain awareness of new trends and developments in the field of solid waste operations.
- 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:

Knowledge

- Operations, services, and activities of a solid waste collection program.
- Advanced practices, techniques, and materials used in solid waste operations.
- Operational characteristics of different types of solid waste vehicles or equipment.
- Effective methods and procedures for scheduling and assigning crews in the removal of solid waste.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Pertinent federal, state, and local laws, rules, and regulations.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- 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

- Supervise, organize, and review the work of assigned staff involved in solid waste.
- Select, train, and evaluate staff.
- Plan and organize work to meet changing priorities and deadlines.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on issues of solid waste.
- Works occasionally outdoors with exposure to noise, dust, grease, smoke, fumes, noxious odors, mechanical and electrical hazards.
- Work and walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:



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- 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.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- 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.
- 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 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- 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.
- 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.

Signatures / Date

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



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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