

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Sanitation Supervisor	Department : Sanitation	
Reports to: Public Works Director	FLSA Classification : Exempt	
Career Ladder:	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plan and administers the day-to-day operations of the sanitation division; supervises sanitation, greenwaste and recycling programs; responds to public inquiries;

CLASS CHARACTERISTICS:

This single position management class is responsible for the day-to-day supervision of the Sanitation division of the Public Works Department.

ESSENTIAL RESPONSIBILITIES:

Organizes, develops and manages an Integrated Waste Management Plan, including the following elements, waste characterization, source reduction, recycling, composting, special waste, household hazardous waste and education

Administers general policies and procedures and supervises the operation of municipal solid waste collection, treatment, disposal, diversion and recycling programs

Develops and recommends to the Public Works Director changes and modifications in operating procedures as required to meet changing times and conditions

Reviews the work of Division employees; makes regular inspections of work in the field

Coordinates procedures to address legislated requirements

Coordinates activities with other City divisions

Deals with a variety of businesses, manufacturers, suppliers and service organizations from which the City obtains materials, equipment, supplies and services

Represents the City with other local agencies in solid waste matters

Supervises monthly reporting and cost records

Prepares budget estimates, work programs, and administers annual budget

Prepares basic specifications for equipment and conducts proper field testing

Coordinates and prepares proposals requiring consultant review, response and action

Reviews and resolves service complaints from the public

Promotes good public relations practices in dealing with public complaints and inquiries

Prepares or directs the preparation of special reports and correspondence relating to area of responsibility

Evaluates and prepares feasibility studies for state of the art developments in collection, transfer, disposal, recycling, composting and related areas

Supervises and trains subordinate personnel

Assigns and reviews work projects and maintains status reports

Prepares and presents technical information to citizen groups, solid waste professionals and other interested persons or groups

Reviews pending legislation and makes recommendations as appropriate

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles of management and supervision; effective and efficient methods and procedures of scheduling and managing solid waste collection, treatment, disposal, diversion, and recycling operations; thorough knowledge of the equipment and machinery used in areas of waste management; familiar with modern techniques, automation and methods utilized in solid waste collection, treatment, disposal, diversion, and recycling; City policies, procedures and practices; personal computer operation including word processing, spreadsheet and database software. Solid waste collection, disposal, resource recovery and recycling methods and systems; Federal, state and local regulations affecting solid waste management plans and operation; Revenue sources for solid waste projects and services; Principal and practices of employee supervision, including selection, training, evaluation and discipline; Administrative principles and methods, including goal setting, program development and implementation and budgeting; Safety regulations, safe work practices and safety equipment related to the work.

Skilled in – Planning, organizing, directing and monitoring a multi-function solid waste program; Soliciting and administering federal and state grants for recycling and other solid waste management programs; Coordinating and integrating solid waste projects and operations with other agencies, City departments and the public; Independently analyzing complex technical and administrative situations and preparing appropriate solutions; Preparing or directing the preparation of clear and concise reports, correspondence and other written materials; Communicating effectively orally and in writing; Establishing and maintaining effective working relationships with those contacted in the course of the work; Selecting, training, motivating and evaluating assigned staff; Exercising sound, independent judgment within established policy guidelines.

Ability to - Organize and supervise the work of staff and monitor performance; plan, schedule, coordinate and inspect all solid waste management operations; effectively implement approved programs; determine economic use of equipment, manpower and materials to forecast long and short-range service requirements; establish and maintain effective working relationships with employees and the public; make public presentations; effectively communicate with the news media, local agencies, refuse haulers, businesses, etc.; develop and implement goals, procedures, work standards and internal controls. Maintain accurate records; Directs, evaluates and supervises the work of assigned personnel; Communicates

effectively in written and oral form; Develops and maintains effective working relationships; Operate a refuse loader truck and have knowledge of all routes.

Licenses and Certificates – Possession of a valid California Class B Driver License without the Air Brake restriction is required at the time of appointment, and is a condition of continued employment. Loss of the Class B License and/or Air Brake restriction is a cause for immediate demotion, reassignment or termination as determined by the City Manager. Highly desirable: National and State certifications in environmental health, engineering or related fields and certifications offered by professional organizations, i.e., the Solid Waste Association of America (SWANA), California Environmental Health Association (CEHA), Department of Health Services (DHS), etc.

Physical Abilities and Work Environment – Must possess sufficient strength and stamina to lift and carry objects weighing up to 50 pounds. Must be willing to work out of doors in all weather conditions. Must be willing to work overtime or off-hour shifts in emergency situations. Must be willing to work with exposure to traffic and/or potentially hazardous substances.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Three years progressively responsible experience in solid waste administration, including collection activities, disposal operations and waste diversion or related experience, including one year at a supervisory level

Education - Graduation from an accredited college or university with a Bachelor's degree in the Physical, Biological or Environmental Sciences, Engineering or related field Equivalent. Experience may be substituted on a year for year basis

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date