



Sanitation Crew Leader

DEFINITION

Under direction, supervise and coordinate the daily route activities for the Solid Waste Division; supervise efficient route operations, worker safety, and equipment; operate collection routes and equipment as required, and serve as Recycling Coordinator.

SUPERVISION RECEIVED

Reports to the Sanitation Supervisor.

SUPERVISION EXERCISED

Exercises lead technical and functional supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in supervising personnel working in solid waste collection, landfill, and recycling activities.

Schedule and coordinate daily container pick-up operations, including dispatch of employees to assigned work and preparation of daily route log; direct personnel in route changes as necessary to ensure all routes are completed in a timely manner.

Schedule landfill personnel.

Participate in correction of operational and safety deficiencies; assist in enforcement of City and Department policies regarding collection of solid waste and customer service.

Respond to complaints and customer inquiries; enforce municipal solid waste ordinances.

Assist in review of work performance and methods of solid waste crews; record employee absences and monitor time sheets for accuracy; investigate vehicular accidents, job-related injuries and incidents.

Regularly inspect condition of equipment for safety, maintenance, and cleanliness; report breakdowns and schedule repairs; arrange for replacement vehicles; ensure daily mechanical and cleaning maintenance of vehicles and equipment, in accordance with local, state, and federal regulations.

Enforce and document preventive maintenance program for solid waste collection equipment; coordinate maintenance and repair, and downtime scheduling to optimize equipment life, vehicle safety, fleet regulatory compliance, and maintain collection schedules.

Review and evaluate solid waste equipment, methods, and procedures; assist in the preparation of specifications for the purchase of solid waste equipment and materials.

Participate in the development of solid waste work plan, policies, and procedures, in keeping with solid waste goals and objectives; provide assistance and resources as necessary to conduct special studies and surveys to determine areas for improvements and/or new programs; implement programs as directed.

Participate in the forecast of funds required for personnel, equipment, materials, and supplies; assist in the preparation of the division budget.

Serve as back-up driver and/or equipment operator as required.

Promote recycling and waste reduction efforts in the community.

Coordinate and oversee commercial cardboard recycling program.

Secure prices and authorize sales of recyclables collected; arrange for transporting materials.

Establish and maintain programs, records and files; prepare reports as necessary including publications and proposed regulations.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to recycling and solid waste; write reports which present and interpret data, identify alternatives, and make and justify recommendations.

Assist in solid waste collection related duties as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a solid waste operations program.

Materials, methods, practices, and equipment used in solid waste operations.

Types and level of maintenance and repair activities generally performed on machines, equipment, and vehicles.

Occupational hazards and standard safety precautions necessary in sanitation work.

Principles and procedures of recordkeeping and reporting.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

Principles, practices, and methods of recycling and waste reduction.

Pertinent federal, state, and local laws, codes, and regulations including those related to recycling.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate equipment including front end loader, compactor, dozer, grader, scraper, garbage truck, dump truck, forklift, air compressor, generator, snow plow, and flat bed crane.

Ability to:

Select, supervise, train, and evaluate staff.

Interpret, explain, and ensure compliance with City policies and procedures and federal, state, and local rules, laws, and regulations including OSHA requirements.

Select and maintain machinery and equipment used in solid waste operations.

Assist in budget preparation and monitoring.

Prepare and maintain records and prepare reports.

Read and interpret routing diagrams and maps.

Accurately determine project material needs and recommend purchases.

Ensure the maximum utilization of manpower, equipment, and supplies.

Respond to requests and inquiries from the general public.

Independently perform the most difficult duties in the area of work assigned.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Coordinate recycling program development and implementation with other City departments, the community, and other local and state governments.

MINIMUM QUALIFICATIONS

Experience:

Seven years of experience in solid waste collection and disposal operations including some lead

supervisory experience.

Training:

Equivalent to a high school diploma supplemented by college level coursework in landfill and solid waste management or a related field.

License or Certificate:

Possession of a commercial driver's license.

Possession of Landfill Operator and Landfill Manager Certificates is desirable.

Possession of a Forklift Certificate.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 50 lbs.; exposure to heat, noise, odors, outdoors, vibration, confining work space, chemicals, contaminants, garbage hazards, explosive materials, mechanical hazards, and electrical hazards; ability to drive long distances; availability for emergency call, on-call, and standby.

Effective date: October 2003

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