



## Sanitation Supervisor

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### **DEFINITION**

Under administrative direction, direct, supervise, and coordinate the Solid Waste Division's programs and activities including collection, disposal, landfill, scalehouse, and recycling; coordinate assigned activities with other City departments, divisions, and outside agencies; and provide highly responsible and complex administrative support to the Director of Public Works.

### **SUPERVISION RECEIVED**

Reports to the Director of Public Works.

### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume responsibility for all Solid Waste Division services, programs, and activities including collection, disposal, landfill, scale house, and recycling.

Supervise and participate in the development and implementation of goals, objectives, policies, and priorities for Solid Waste Division programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for the Solid Waste Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Comply with all federal, state, county, and local reporting requirements in a timely manner; report any discrepancies to appropriate internal and/or external authorities.

Supervise and participate in the development and administration of the Solid Waste Division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials,

and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Solid Waste Division with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence.

Schedule, plan, organize, and coordinate schedules and collection routes.

Work with engineers to develop and maintain landfill usage plan and final cover elevations.

Maintain and prepare accurate records for number of collections, recyclables tonnage, landfill tonnage, and scalehouse reports.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to solid waste programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of solid waste programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **ESSENTIAL JOB RELATED QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a solid waste program.

Organizational and management practices as applied to the analysis and evaluation of solid waste programs, policies, and operational needs.

Modern and complex principles and practices of solid waste program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

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

Safe driving principles and practices.

##### **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:**

Provide administrative and professional leadership and direction for the Solid Waste Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient solid waste services.

Manage, direct, and coordinate the work of technical and administrative support personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and solid waste issues, concerns, and needs.

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

Research, analyze, and evaluate new solid waste service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to solid waste programs and functions.

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.

**MINIMUM QUALIFICATIONS**

**Experience:**

Seven years of responsible solid waste experience including three years of management and supervisory experience.

**Education or Training:**

A Bachelor's degree is desirable. In the absence of a degree, training and coursework that includes landfill operations is required.

**License or Certificate:**

Possession of a commercial driver's license.

Possession of Landfill Operator and Landfill Manager Certificates.

Possession of First Aid and CPR Certificates.

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 travel to different sites and locations; availability for emergency call, on-call, and standby.

Effective date: October 2003

Revised: July 2006, February 2009