



Sanitation Supervisor

Public Works – Sanitation

\$57,841.74 - \$72,473.49

PW-SAN/1

JOB SUMMARY

This position is responsible for supervising and participating in the collection of solid waste.

MAJOR DUTIES

- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Supervises the work of personnel engaged in the collection of refuse along an assigned route.
- Reviews and approves employee timesheets.
- Assists in coordinating and assigning truck routes.
- Delivers and retrieves roll-out containers.
- Inspects routes to ensure completion.
- Enforces safe work policies and procedures.
- Communicates with customers to resolve complaints and answer questions.
- Instructs work crews in the use of equipment.
- Prepares end-of-month reports.
- Prepares incident and accident reports.
- Ensures that work crews perform in accordance with safety and other town policies and procedures.
- Assists in the preparation of maintenance and activity reports.
- Responds to and resolves complaints from the general public.
- Provides support for the concrete crew as needed; assists buildings and grounds crews as needed.
- Inspects work to ensure accuracy, timeliness, and thoroughness.
- Operates a truck along a collection route as needed.

- Responds to after-hours emergency calls.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of solid waste collection policies and procedures.
- Knowledge of town streets and geography.
- Knowledge of department and town policies and procedures.
- Knowledge of equipment operation, maintenance, and repair principles.
- Skill in directing the work of personnel.
- Skill in planning, organization, and decision making.
- Skill in providing customer services.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Streets and Sanitation Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include DOT regulations, building codes, and town and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, customer service, and equipment operation duties. Inclement weather conditions and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in solid waste collection operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other town personnel, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Sanitation Driver.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.

- Possession of or ability to readily obtain a valid commercial driver's license for the type of vehicle or equipment operated.