

SANITATION CREW/SOLID WASTE AND RECYCLING CREW-SUPERVISOR

DEFINITION

Occupants of this first line supervisory classification are in the classified service. Under general direction, positions in this classification are responsible for planning, supervising, and coordinating refuse collection, recycling and disposal.

SUPERVISION RECEIVED AND EXERCISED

This position assigned to this classification reports to sanitation the Solid Waste and Recycling management Operations Supervisor. Responsibilities may include supervision of Heavy Truck Drivers, Heavy Equipment Operators, Sanitation Drivers, Scout Vehicle Operators, Sanitation Collectors, Laborers, Welders, and contract crews and administrative staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Ensures the attainment of objectives set by sanitation—management for the collection, separation, recycling and disposal of solid wastes.
2. Coordinates the operation and maintenance of the refuse transfer station facilities.
3. Maintains a competent, motivated work force by selecting, training, disciplining, developing, and evaluating solid waste and recycling crews. Objectively and constructively evaluates the performance of crews.
4. Evaluates the quality and efficiency of sanitation solid waste and recycling crews by making regular and frequent inspections of work in the field, reviewing daily work reports, and advising and directing sanitation—crews in the improvement of work production and methods.
5. Responds to citizen inquiries and complaints promptly, completely, and courteously.
6. Develops a work schedule for refuse collection, including establishing the priorities of work, developing route schedules, and assigning drivers and crews to trucks and routes. Makes daily assignments to sanitation crews in accordance with the priorities set by sanitation management.
7. Supervises, and when necessary, performs the work of sanitation solid waste and recycling employees to assure—assigned tasks are completed daily; assuring employees operate equipment safely, and perform collection duties to minimize the litter on streets and alleyways.
8. Coordinates and schedules the timely removal of solid wastes delivered to the transfer station.

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9. Maintains ~~various work~~ records related to development day to day solid waste and recycling operations. ~~reports i~~Informing management on a weekly regular basis of the performance of crews and operations. ~~Keeps various work records related to crews and operations, and maintains various work scheduling records.~~
10. ~~As~~Ensures the proper maintenance and repair of refuse handling vehicles and equipment. ~~— Reviews maintenance~~Reviews maintenance and repair work orders along with related records and brings discrepancies or problems to management.
11. Identifies better methods for meeting service demands through streamlining and improving work methods. Tests possible improvements to ensure their efficiency and productivity.
12. Accurately calculates the fee for special refuse collection pickups based on fee schedules, and provides such estimates to the public. Schedules the dates of special pickups.
13. ~~Assists in the more~~ Evaluates ~~difficult and complex~~ work tasks to ensure worker safety and ~~those that~~ proper work methods are used.
14. Coordinates with office staff for the ordering of materials and supplies for sanitation crews and supervises the issuance of tools, materials and supplies.
15. ~~Supervises the issuance of tools, materials, and supplies.~~
16. ~~Works with~~Works — management with management and other supervisory staff to establish standard operating procedures for sanitation solid waste and recycling work activities to include safety guidelines and quality of performance standards.
17. Supervises the city contracted street-sweeping operations crews.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles, practices, methods, and equipment used in the collection and disposal of refuse.
- Procedures used in scheduling and routing a number of sanitation solid waste and recycling-collection crews and related equipment.
- Applicable federal, state, and local laws, statutes, codes, ordinances, rules and regulations relating to safe and proper collection, -disposal and recycling of refuse.
- Methods used in supervising, training, and evaluating employees.
- Functions, characteristics, and proper care of tools, equipment, and materials used in collection, -disposal and recycling of refuse.

Skill and Ability to:

- Plan, coordinate, and supervise a refuse and recycling collection program.
- Schedule, route, and assign employees and equipment to a variety of refuse and recycling collection activities.
- Identify safety hazards encountered in the work or with assigned equipment and recommend methods for correction of those problems.
- Investigate and respond to complaints in a tactful, courteous, and effective manner.
- Communicate clearly and concisely in both verbal and written form.

- Develop and maintain a variety of written records, reports, logs, and statistics.
- Supervise, train, and evaluate ~~sanitation crews~~crews and staff.

LICENSE AND CERTIFICATES

Possession of a valid California Class A B driver's license, ~~when assigned to supervise the collection operation, and a Class A driver's license when assigned to supervise the disposal operation~~. Certification by an accredited institution of successful completion of a professional training course covering one of the following: solid waste management and operations, refuse collection, refuse transfer station operations, or industrial supervision shall be obtained within one (1) year of being appointed to this position.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from high school or equivalent and five (5) years of experience in solid waste operations.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts. May be required to work around electrical current.
- May be required to work evenings, weekends and holidays.