

MEETING DATE 7/11/05

AGENDA ITEM Consideration of Approval of the Revised Classified
Classification Specification for Sanitation Crew Supervisor

ATTACHMENTS

	<u>Pages</u>
1 Revised Classified Classification Specification for Sanitation Crew Supervisor	1 – 2
2 Sanitation Division of the Public Works Department Organizational Chart	3

Title SANITATION CREW SUPERVISOR**Definition**

Occupants of this first line supervisory classification are in the classified service. Positions in this classification are responsible for planning, supervising, and coordinating refuse collection and disposal.

Supervision Received and Exercised

This position assigned to this classification reports to sanitation management. Responsibilities may include supervision of Heavy Truck Drivers, Heavy Equipment Operators, Sanitation Drivers, Sanitation Collectors, Laborers, and contract crews.

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 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 crews. Objectively and constructively evaluates the performance of crews
- 4 Evaluates the quality and efficiency of sanitation 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, establishing the priorities of work, developing route schedules, 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 employees to assure assigned tasks are completed daily, assuring ~~personnel~~ 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
- 9 Maintains various work records related to development reports informing management on a weekly basis of the performance of crews and operations. Keeps various work records related to crews and operations, and maintains various work scheduling records
- 10 Assures the proper maintenance and repair of refuse handling vehicles and equipment. 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 insure 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 difficult and complex work tasks to ensure worker safety and those proper work methods are used
- 14 Coordinates with office ~~personnel~~ for the ordering of materials and supplies for sanitation crews

- 15 Supervises the issuance of tools, materials, and supplies
- 16 Works with management and other supervisory [REDACTED] personnel to establish standard operating procedures for sanitation work activities to include safety guidelines and quality of performance standards
- 17 Supervises the city contracted street sweeping operations

Minimum Knowledge, Skill 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 collection crews and related equipment
Applicable federal, state, and local laws, statutes, codes, ordinances, rules and regulations relating to safe and proper collection of refuse
Methods used in supervising, training, and evaluating [REDACTED] personnel
Functions, characteristics, and proper care of tools, equipment, and materials used in collection of refuse

Skill and Ability to

Plan, coordinate, and supervise a refuse collection program
Schedule, route, and assign [REDACTED] personnel and equipment to a variety of refuse 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

License and Certificate

Possession of a valid California Class A 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 [REDACTED] five years of being [REDACTED] assigned to this position

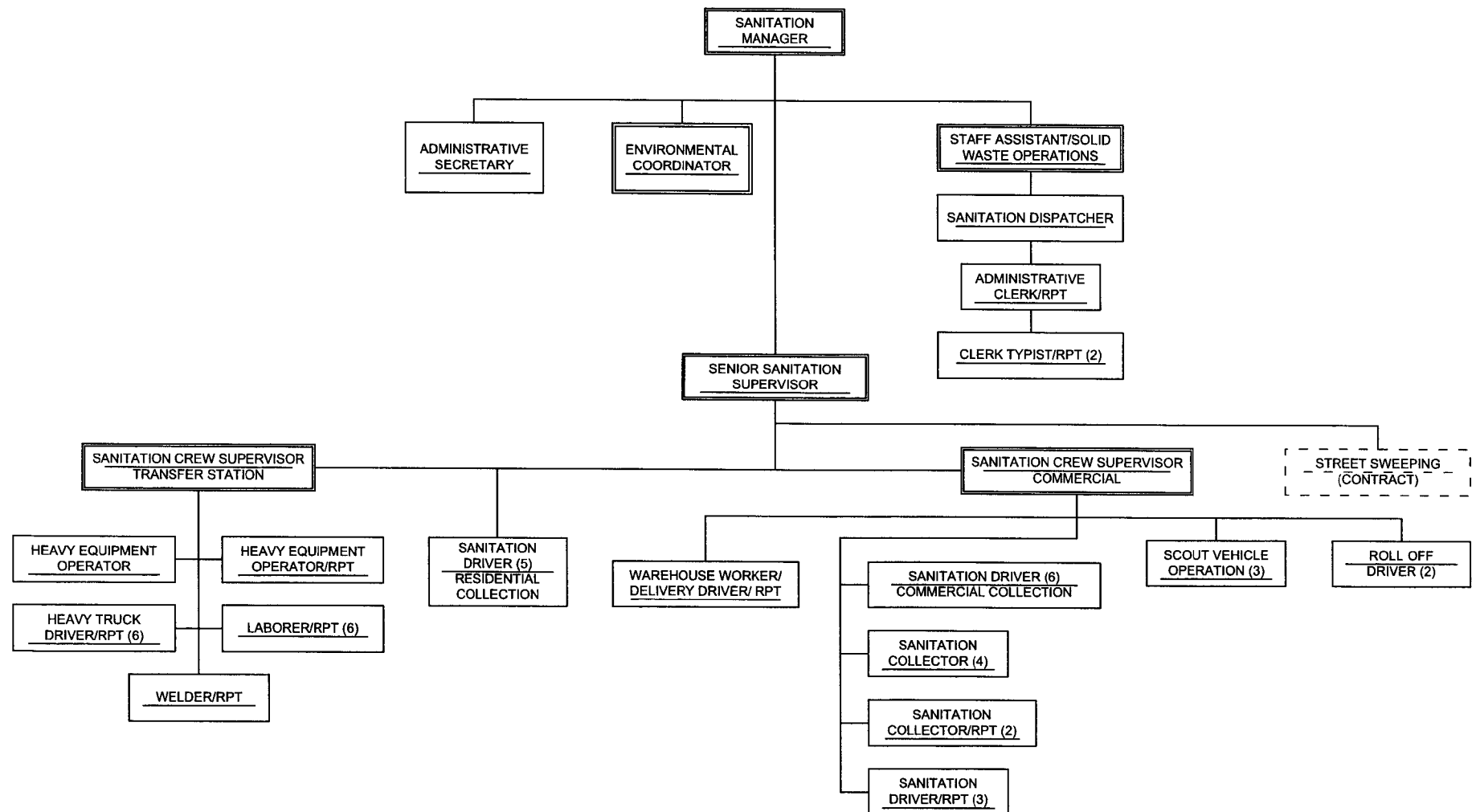
Training and Experience

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 [REDACTED] 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

PUBLIC WORKS SANITATION DIVISION



FISCAL YEAR 2004 2005