

MAJOR FUNCTION

This is supervisory work directing refuse collection and disposal functions. Work is performed with considerable independence and is subject to general direction and review by the Manager-Solid Waste Operations.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Inspects and supervises the work of sanitation employees functioning in small crews in assigned geographic areas. Reviews collection routes and helps lay out and direct working schedules. Inspects refuse collection routes. Answers and resolves complaints from and against clients of the refuse collection service. Checks for illegal disposition of refuse. Investigates and prepares reports on accidents. Maintains records and prepares regular reports. Ensures that vehicles and equipment are maintained in safe operating condition. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of assigned personnel. Conducts required performance management meetings with assigned staff, completes performance evaluation forms and recommends the approval or disapproval of merit. Performs related work as required.

Other Important Duties

Schedules assigned staff for developmental/training opportunities as necessary. Disseminates informational materials directed toward the general employee population. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the effective methods of refuse disposal. Knowledge of the operations and use of a variety of automotive equipment used for pick up and dumping purposes. Ability to plan, lay out, schedule, and inspect the work of a large number of truck drivers and workers engaged in refuse collection. Ability to establish and maintain effective working relationships with other employees and the public. Ability to operate electronic equipment, such as personal computers, used to schedule and track route assignments.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of experience that includes solid waste collection activities, schedule making, dispatching, or a related administrative area. College level course work in public or business administration or a related field may be substituted on a year-for-year basis for up to two years of the required experience.

Necessary Special Requirements

Must possess the appropriate valid State Commercial Driver's License (CDL) at the time of appointment.

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