



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Sanitation Operations Supervisor

Department: Sanitation Reports to: Deputy Public Works Director Pay Grade: H13
Date Established: 3/2014 Date Revised: 8/2018 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Sanitation Operations Supervisor supervises the employees performing the operations and maintenance work of the Sanitation Department to ensure the collection of solid waste in a timely and safe manner.

The position supervises Sanitation Operations positions and creates the daily work schedule, assigns crews to equipment and assigns trucks to routes. The position also oversees the maintenance of all vehicles and equipment in the Department's inventory.

The position performs the duties of Sanitation personnel, as needed. The position assists in the development and implementation of the Department's annual budget, grant administration, and the utility rate study.

The position requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office, shop, and public street environment that may include exposure to adverse weather conditions, traffic hazards, and moving vehicles. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.

The position is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises the daily operations and maintenance work of the Sanitation Department, ensuring the collection of solid waste in a timely and safe manner. Supervises the Department's residential, commercial, and industrial solid waste collection and recycling program.

Assesses daily workload and schedules employees, assigns employees to trucks or other equipment, and assigns trucks to routes, ensuring routes are served by appropriately qualified and certified operators. Oversees equipment inventory and maintenance to ensure availability of equipment for assignments.

Supervises, trains, schedules, and evaluates employees. Assists in hiring, disciplining, and terminating employees.

Monitors work crews for compliance with City and Department policies and procedures. Monitors for compliance with safety policies and procedures.

Assists in the development, revision, and implementation of an annual budget. Administers grant funds. Researches and makes recommendations on rate changes.

Coordinates the short- and long-range planning with the Deputy Public Works Director. Assists in the assessment for new equipment and assists in writing specifications, bidding, and purchasing documents.

Responds to and resolves customer inquiries, suggestions and complaints.

Maintains a safe work environment, supervises training and implementation of safety protocols and procedures.

Responds to comments and requests from the public, investigates and resolves complaints, and assists City Legal Department and Risk Management Team to handle claims against the City.

Performs injury and accident investigations, documenting incidents and working with City Attorney's office.

Performs the duties of Sanitation personnel, as needed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of commercial, industrial, and residential solid waste collection and recycling programs;
- Methods, techniques, and objectives of the operation and maintenance of all equipment in Department inventory;
- Current technology for the collection, disposal, and recycling of solid waste;
- Employee hiring, scheduling, supervision, training, evaluation, and disciplinary methods and techniques;
- Municipal budgeting methods, techniques, and objectives;
- Federal, state, and City safety, environmental, health, and other applicable statutes, regulations and codes governing the collection and disposal of solid waste;
- Equipment evaluation and scheduling methods and techniques;
- Federal regulations and City policies regarding safe work practices relating to use of equipment, power tools, and hand tools;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Direct the daily operations of the Sanitation Department to ensure the timely and safe collection of commercial, industrial, and residential solid waste and run a recycling program;
- Assess daily and seasonal operational needs and schedule employees and equipment ensuring routes are served by appropriately qualified and certified operators.
- Supervise, schedule, train, and evaluate employees;
- Monitor employee work for compliance with City and Department policies and procedures, including safety practices;
- Create and maintain records, logs, and documents and prepare and present reports;

- Create, implement, and monitor a department budget;
- Ensure Department operations are in compliance with federal, state, and City health, safety, and environmental statutes and regulations;
- Conduct an investigation into and document accidents and injury incidents;
- Operate all equipment in the Department inventory to meet the needs of all collection routes in a timely and safe manner;
- Operate standard office equipment and a personal computer;
- Operate a two-way radio;
- Operate hand tools, power tools and equipment;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED is required;
- Bachelor's degree is preferred;
- Class B CDL* with airbrake endorsement is required;
- Five (5) years' experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; and operate a motor vehicle and job-related equipment. The employee must occasionally lift and/or move more than 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Sanitation Operations Supervisor position requires a Class B CDL with endorsements within six (6) months of hire date. Failure to acquire this certification by the established date will violate the terms of the position and will result in termination from the position.