

SANITATION SUPERINTENDENT

Position Code: 3520

WC Code: 9403

FLSA Status: Exempt

Pay Grade: 358

Location: Public Services

Approval Date: 2022

General Statement of Duties

Performs complex administrative and technical work supervising the Sanitation Department of the Public Services Division.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing and directing the work of numerous crews of Sanitation Workers and Equipment Operators in the daily collection of residential and commercial garbage and solid waste disposal in accordance with all federal and state rules and regulations. Work also includes responsibility for a variety of heavy equipment. The employee works with the Public Services Director to develop policies and procedures ensuring that all services are delivered in a timely and efficient manner. The employee participates in hiring and conducts training, performance coaching, and staff evaluation. Work involves considerable public contact in providing public assistance in the evaluation of problems and explaining and enforcing the Town's policies and procedures relevant to solid waste collection. The employee oversees daily work plans, plans garbage and yard debris collection routes, prioritizes staff assignments, implements administrative policies and procedures, oversees the residential recycling program and ensures that work is performed according to the Town's safety policy and OSHA regulations. Provides technical advice and assistance to the Public Services Director. Work requires considerable initiative, tact, and courtesy in dealing with the public. Work is reviewed by the Public Services for program efficiency and effectiveness through periodic discussions, conferences, written reports, and community satisfaction.

Duties and Responsibilities

Plans, organizes, and supervises the activities of the Sanitation Department; organizes work based on residential garbage, yard debris, and recycle demands.

Keeps Public Services Director informed of work status; meets deadlines set by the Public Services Director and advises management and officials when requested or required.

Ensures that the department's scheduled work is completed properly, professionally, and in a timely manner; sets priorities and deadlines to meet the goals of the division.

Reviews the annual Solid Waste Fee participation list for accuracy and coordinates with Iredell County to ensure proper properties are included in list and billed accordingly.

Ensures that solid waste materials collected are disposed of in accordance with the federal and state rules and regulations, including NC DEQ's Treatment and Processing Notification for yard wastes.

Recruits and assists the Public Services Director in hiring personnel; trains, coaches, and motivates staff; disciplines and recommends dismissal of division personnel when necessary.

Completes and maintains required records and reports for the Public Services Director and State and Federal agencies, including but not limited to the annual Solid Waste Report.

Coordinates services and projects with commercial contractors and county waste management.

Primary contact for citizens regarding service requests and complaints/concerns; investigates complaints and determines proper resolution and takes or recommends proper action; explains sanitation polices, fee structure, etc. to residents.

Oversees the preventative maintenance program to ensure necessary maintenance is performed on trucks and equipment; coordinates needed repairs; inspects trucks and equipment regularly for cleanliness and safety.

Ensures that work is performed in accordance with the Departmental and Town Safety Policies, and OSHA regulations.

Makes field inspections on routes observing staff performance for proper use of safe and efficient procedures and equipment; adjusts routing for residential and yard waste collection efficiency.

Prepares department budget request including heavy equipment needs and costs; monitors adopted department budget; acquires material, supplies, and equipment in compliance with municipal purchasing practices.

Requests equipment and supply needs in budget; procures needed supplies, tools, and equipment.

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures regarding the operation and maintenance of solid waste collection and disposal.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of the geographical layout of the Town and proposed new development.

Considerable knowledge of modern effective supervisory principles and practices including motivation, communication, leadership, discipline, performance coaching and evaluation.

Ability to plan, organize, schedule, and supervise work and employees effectively.

Ability to establish and maintain effective working relationships with other employees and subordinates; ability to deal with the public tactfully and with courtesy.

Ability to prepare records and reports.

Ability to operate sanitation equipment.

Ability to communicate effectively orally and in writing.

Ability to review division effectiveness and recommend steps for continuous improvement.

Physical Requirements

Must be able to physically perform basic life operation functions of stooping, lifting, pushing, pulling, grasping, fingering, talking and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.

Must have visual acuity to operate a vehicle, review the work of staff, and complete records.

Minimum Education and Experience

High School Diploma or GED and over ten years of directly related experience, including supervisory experience; or associate degree and five to seven years of directly related experience, including supervisory experience; or a Bachelor's Degree from an accredited college or university and three to five years of directly related experience, including supervisory experience, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Commercial Driver's License