

SANITATION OPERATIONS SUPERVISOR

DEFINITION OF WORK

Under regular supervision, performs difficult technical work in supervising operations of the functions of the Sanitation Division; does related work as required; fills in for Sanitation Superintendent when absent; keeps updated on State statutes and assure compliance.

EXAMPLES OF WORK

Plans and lays out the routes and collection methods of crews in commercial and residential refuse collection; yard waste collection and bulky item collection under a program of environmental improvement; ensures the proper utilization of manpower and equipment; prepares weekly and monthly progress reports on particular functions of the position; ensures that citizen complaints are properly processed and that sanitation violations are corrected; makes recommendations for manpower and equipment additions; develops programs of preventive maintenance on equipment in conjunction with garage personnel; inspects collection to ensure adequacy and timeliness of work; develops employee safety programs.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and extensive supervisory experience in refuse collection and disposal or related field; and knowledge of computer operation.

Knowledge, Skills and Abilities: Knowledge of the methods, equipment, materials and operating practices used in the collection of refuse and environmental improvement; knowledge of safety hazards and necessary safety precautions; knowledge of the City sanitation operations procedures; ability to plan and lay out the work of a number of crews; ability to analyze work operations and recommend improvements; ability to establish and maintain effective working relations with employees, other administrative personnel and with the public.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.