



The City Beautiful

City of Coral Gables Job Description

Job Title: Sanitation Division Superintendent **Prepared Date:** 11/07
Department: Public Service **Approved By:**
Classification: 2115 **Approved By:**
Pay grade: 24E
FLSA: Exempt

Summary

Performs supervisory, administrative and technical duties directing the activities of the Solid Waste Division. Responsibilities include the investigation and inspection of rules and regulations pertaining to the storage, collection and disposal of solid waste; including compliance pertaining to illegal placement of garbage cans, recycling bins, trash and debris in alley/right of ways. Manages complaints and inquiries, supervises waste division crews, assists with budget preparation, and acts on behalf of the Division Superintendent in the absence thereof. Uses independent judgment under the general direction of the Department Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plans, directs and supervises all activities of the Solid Waste Collection Division. Conducts division meetings.

Hires, trains, supervises and disciplines employees.

Prepares and monitors work schedules.

Assists personnel with unusual or difficult matters.

Develops long range plans.

Monitors preventative maintenance schedule.

Recommends the purchase of new equipment; orders supplies, equipment and required materials.

Oversees the maintenance of all equipment vehicles. Maintains safe and efficient working conditions.

Maintains and updates a variety of records and reports regarding matters such as payroll, materials, and work assignments, including temporary labor.

Monitors collection records.

Responds to residents' inquiries regarding fees, routes, special pick ups, etc. Troubleshoots and resolves problems.

Responds to complaints or comments made by citizens in a well mannered, professional demeanor.

Manages division Safety Program.

Assists in preparing and managing budget. Prepares reports and maintains various records.

Assists in the writing of contracts for waste collection service providers. Monitors work performed by contractual service providers and handles problems.

Conforms with and abides by all regulations, policies, work procedures and instructions. Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of current practices, procedures and techniques in waste collection and disposal. Knowledge of local, state and federal guidelines relating to solid waste management. Knowledge of the operation and maintenance of division equipment. Knowledge of supervisory practices. Knowledge of budget management. Knowledge of required safety procedures. Ability to understand and manage equipment and vehicles used by crew. Ability to prepare reports and maintain records. Ability to supervise the work of others in a manner conducive to full performance and high morale. Good written and verbal communication skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A Bachelor's degree in a related field.

Five (5) years of responsible experience in waste collection and disposal operations, to include supervisory responsibilities.

Ability to obtain Solid Waste Association of North America (SWANA) Certification.

Must have a Class B CDL.

Valid Florida Driver's License