

**SANITATION SUPERVISOR**

**DEFINITION**

Under direction, plans, coordinates, assigns, participates in and supervises the day-to-day operation and maintenance of the City's solid waste, sanitation or street sweeping programs.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from an Assistant Director or designee. Exercises direct supervision over staff and crews.

**DISTINGUISHING CHARACTERISTICS**

Sanitation Supervisor supervises the day-to-day work activities of an assigned program involving residential, multi-family and commercial services; container maintenance, construction and demolition; recycling collection and commodities, composting, landfill, transfer stations, material recovery, hazardous waste and disposal; community sanitation, street sweeping; or safety and training. Sanitation Supervisor is distinguished from the Division Manager in that incumbents of the latter, plan, coordinate and direct the overall operation and maintenance activities of a City division.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Plans, schedules, assigns, evaluates, and trains staff and crews; including adult offenders and parolees.

Ensures adherence of policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

Prepares or directs the preparation of necessary reports, activity summaries, logs, memoranda, correspondence, collection routes and boundaries, and planning and scheduling route maps.

Supervises time and labor activity, leave management, and source documents for job cost; requisitions stock and material required for the various program activities.

Performs training for staff related to safe operations and related industry best practices which may include operation of heavy duty vehicles and/or equipment.

Identifies system deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement strategies.

Plans and executes programs and measures designed to enhance service, prevent service interruption, protect capital investment, meet grant requirements, meets customer needs, and other goals and objectives.

Ensures timely response and investigation of accidents, property damage, public inquiries and customer complaints; prompt correction of faulty conditions; appropriate emergency response, and provides general assistance and direction.

Coordinates division activities with other City divisions, departments, public agencies and entities.

Attends meetings, boards, commissions and other events as needed.

Ensures staff adheres to safety practices; and participates in a variety of training programs.

Collects, compiles and analyzes data; may make recommendations in support of assigned program; researches and prepares technical reports.

Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement and recommend solutions.

Performs other associated duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Materials, methods, practices, and equipment used in assigned operation, maintenance and safety management.

Principles and practices applicable to the sanitation industry, including heavy equipment operation, sanitation management, and safety programs.

Principles and practices of route planning, scheduling, road and traffic regulations, and administration of solid waste collection, disposal and recycling.

Local, state and federal statutes, codes, rules and regulations governing the solid waste industry, refuse disposal, landfill diversion public nuisances, and equipment operation.

Contemporary management practices.

**Skill to:**

Use all equipment associated with an assigned operation.

Operate heavy duty trucks and hydraulic equipment.

Think critically and analytically.

Operate modern office equipment including computer equipment.

**Ability to:**

Prepare accurate reports, maintain records, and perform mathematical calculations to develop cost estimates and reports.

Plan, coordinate, assign, and direct the work of subordinate staff and operational areas.

Supervise, train and evaluate subordinate staff.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships at all organizational levels, including with the public.

Learn the geography of the City of Fresno.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college with an Associate's degree or possession of SWANA Technical Certification in Integrated Solid Waste Systems Management;

**AND**

Three (3) years of progressively responsible full time work experience in the operation and maintenance of a community solid waste system or three (3) years of progressively

