

SANITATION SUPERINTENDENT

SUMMARY:

Under general direction, performs difficult technical and intermediate administrative work overseeing the daily operations of the City's Sanitation division. The employee in this class is responsible for planning, supervising, directing and controlling the safe and efficient operation of solid waste collections, recycling, and operations of residential household waste, vegetative waste, and bulk trash service, public trash receptacle services and commercial waste services. Performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Interviews, trains, motivates, assigns and evaluates work, and disciplines employees according to established City procedures. Conducts performance appraisals.
2. Supports and actively promotes the City's safety programs.
3. Plans, organizes and directs the operations of the sanitation division, including household and commercial refuse collection, and pick up of public trash cans.
4. Reviews and alters collection routes on a regular basis to assure efficient operations and optimal customer service.
5. Prepares and makes recommendations for the Sanitation Division's annual operating budget, including staffing requirements, equipment and supply purchases, and service contracts; approves and monitors expenditures; responds to operational audits dealing with both internal operations and licensed collectors.
6. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
7. Promotes and delivers quality customer service to sanitation customers; develops procedures for responding to complaints and emergencies in the field.
8. Cooperates with other City Departments and Agencies as it relates to illegal dumping, code violations, community clean-ups and other solid waste related activities.
9. Schedules, monitors, and reviews maintenance and preventive maintenance on all assigned vehicles, equipment and power tools.
10. Conducts on-site investigations pertaining to accident, injury, liability or safety incidents.
11. Plans, develops and directs emergency debris cleanup services during hurricanes, storms and other disasters.
12. Inspects completed work to ensure proper work performance.
13. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the modern principles, practices and techniques of the collection, recycling and disposal of solid waste material.
- Extensive knowledge of pertinent city ordinances and federal, state and county laws and regulations governing the collection and disposal of solid waste.
- Considerable knowledge of heavy equipment used in solid waste operations.
- Considerable knowledge of modern supervisory practices and procedures, and of modern human resources practices.
- Knowledge of efficient methods of motor fleet operation and maintenance.
- Knowledge of computer applications.
- Knowledge of modern office practices and procedures.

SANITATION SUPERINTENDENT

- Ability to schedule a large solid waste operation and to adapt operations to seasonal demands.
- Ability to evaluate performance and to develop effective and practical employee training programs.
- Ability to prepare and present clear and concise reports of a technical nature, both orally and in writing.
- Ability to prepare, justify and maintain a budget.
- Ability to establish and maintain effective working relationships with representatives of other governmental agencies and outside contractors, subordinates, associates, community inspections/police code team, City Commission office, Mayor's office, management, civic leaders and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university in environmental engineering, business or public administration or other appropriate field and five (5) years progressively responsible experience in all phases of solid waste operations including collection, recycling, and disposal, or any equivalent combination of training and experience. Two (2) years in a lead/supervisory capacity, required. Municipal solid waste operations experience and experience in the administration of labor union contracts is desirable.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.