



City of Casa Grande

## Sanitation Superintendent

**GENERAL PURPOSE:** Under limited supervision, plans, organizes, directs and supervises the staff and activities of the Sanitation Division, including solid waste, recycling and landfill operations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the Sanitation Division staff and activities to meet community and regulatory requirements for the City; provides leadership to assure that Sanitation services are provided in alignment with the City's strategic objectives and state and Federal laws.
- Plans, organizes, implements and oversees landfill operations, waste collection, waste reduction, recycling and public information programs.
- Plans and manages resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational, budget and financial data; analyzes future needs and forecasts equipment and resource requirements.
- Directs the development and administration of budgets, policies, projects and programs to effectively and efficiently deliver Sanitation services to the City residents.
- Analyzes community needs, and develops action plans to meet City priorities; works with City Departments, external agencies, and other organizations to define and resolve Sanitation service issues.
- Prepares regulatory compliance reports for City personnel and external agencies.
- Reviews Sanitation trends and issues, and recommends operational improvements.
- Supervises staff and evaluates performance; monitors operations to identify and resolve problems and priorities.
- Reviews the work of assigned staff to assure the work quality, and the efficient and timely accomplishment of assigned duties and responsibilities.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Supervisors.

**JOB DESCRIPTION**  
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**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School diploma or GED equivalent, and seven (7) year's sanitation program experience, including two years of management experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, goals, policies and procedures.
- Knowledge of state and Federal laws, regulatory agencies and other resources for Sanitation programs.
- Knowledge of the principles, practices and methods of project and administrative management, including budgeting, planning, accounting and records management.
- Knowledge of Arizona Department of Environmental Quality & Environmental Protection Agency rules and regulations.
- Knowledge of site management methods used in operation and maintenance of landfills.
- Knowledge of safety standards and practices and OSHA regulations.
  
- Skill in interpreting, understanding and applying Sanitation standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in assessing community needs and developing solutions.
- Skill in promoting and enforcing safe work practices.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Possession of a Valid Arizona Commercial Drivers License; specific technical training, certifications or license endorsements may be required.

**Physical Demands / Work Environment:** Work is performed outdoors and in Public Works facilities.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*