



City of Casa Grande

Sanitation Supervisor

GENERAL PURPOSE: Under general supervision, supervises Public Works staff and work activities engaged in the collection, sorting and disposal of refuse and recyclable materials at the City Landfill and Recycling sites.

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.*

- Leads work crews performing collection and disposal activities; prioritizes and schedules work, and assigns materials and equipment to crews.
- Supervises staff and evaluates performance; monitors operations to identify and resolve problems and priorities; assures compliance with State and City policy, procedures and regulations.
- Reviews the work of assigned staff to assure the work quality, and the efficient and timely accomplishment of assigned duties and responsibilities.
- Responds to requests for service, and resolves issues within scope of authority.
- Monitors operations, and enforces adherence to City policies, procedures and standards.
- Assures that all safety rules and standards are observed.
- Trains staff and coordinates training programs; instructs crew in work techniques and the proper use and maintenance of equipment.
- Maintains records and logs of services performed and general information; orders supplies as needed.
- Maintains time, material and equipment usage records, and generates reports as required.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Equipment operators and maintenance workers.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and five (5) year's refuse collection/disposal experience, including two years of lead or supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of routes, equipment and operating procedures of solid waste collection, recycling and landfill operations.
- 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 refuse collection and recycling methods.
- Knowledge of safety standards and practices, heavy equipment safety rules, and OSHA regulations.

- Skill in operating all equipment and vehicles found in a typical solid waste collection, recycling and landfill operation.
- Skill in establishing cooperative working relationships with employees and customers.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- 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 for some job assignments.

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.