

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Sanitation Supervisor</b>	<b>CLASS CODE:</b>	<b>831</b>
<b>REPORTS TO:</b>	<b>Sanitation Superintendent or Solid Waste Services Coordinator</b>	<b>GRADE:</b>	<b>26</b>
<b>DEPARTMENT:</b>	<b>Field Operations</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY**

Plans, organizes, and supervises the activities and crews involved in the collection of solid waste or recycling materials.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes, and supervises the activities and crews in landfill, recycling, or solid waste collection.
2. Prioritizes, schedules, and assigns work, materials, equipment, and tools to crew.
3. Creates and develops routes according to topography, tonnage, and miles for ultimate efficiency.
4. Maintains and monitors records of work and projects including personnel time, equipment and materials usage, and cost benefits.
5. Contacts businesses for interested and potential collection services.
6. Interprets, explains, and enforces federal, state, county, and city laws, rules and regulations including safety rules.
7. Receives, investigates, and resolves complaints and problems.
8. Writes specifications for container maintenance and monitors contract administration.
9. Prepares technical and statistical reports on work activities for superintendent.
10. Monitors and participates in developing the division budget pertaining to the area of responsibility.
11. Reads blueprints, reviews and approves plans.
12. Participates in preparation of five-year plans.
13. Monitors the work of the landfill inspector.

**SECONDARY FUNCTIONS**

14. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Procedures, materials, equipment, and safety practices common to area of assignment

**Ability to:**

Effectively plan and organize the activities of a work group  
Supervise, train, and develop employees  
Establish effective working relationships with city staff, customers, and the public  
Communicate effectively, verbally and in writing

**WORKING CONDITIONS**

Most of work performed in field, inspecting sanitation operations. Exposure to weather conditions. Must be able to enter and exit a pick-up truck.

**MINIMUM QUALIFICATIONS**

Two years of experience in solid waste collection, recycling or landfill, or a related area and one year of supervisory or crew leader experience with two years of college course work.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy