

## **SANITATION SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for planning, directing and supervising the collection and disposal of solid waste and the operation of a sanitary landfill. The work is performed as prescribed in Federal, State and local laws and regulations. The work also is performed under the general supervision of the Director of Municipal Utilities with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent exercises direct supervision over Weigh Scale Operators, Landfill Operators and other subordinate personnel involved with in solid waste operations including clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, schedules and directs the operation of a sanitary landfill including the residential drop-off area, scale operations, recycling and composting sites, leachate collection systems, gas collection system;

Plans, schedules and directs the refuse collection and recycling operations;

Plans, schedules and directs the use of motor equipment for solid waste operations;

Schedules, assigns, directs and controls the work of personnel assigned to the Solid Waste Division;

Oversees load inspection procedures and billing operations promulgated by the Weigh Scale Operators masters and other landfill personnel;

Oversees and ensures the maintenance of the landfill's roads, buildings, and collection and disposal equipment;

Oversees contracted-out solid waste construction projects to ensure the timeliness and thoroughness of work performed;

Oversees the construction and closure of landfill cells and post closure activities;

Oversees safety and health procedures at the landfill including hazardous materials disposal and pest control procedures and periodically inspects procedures to ensure the safe operation of the landfill as well as compliance with Federal, State, and local laws and regulations;

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- Makes periodic inspections within the city to ensure the timely and proper collection of refuse;
- Identifies, researches and prepares purchase recommendations for landfill equipment and materials and submits same to the Director of Municipal Utilities for approval;
- Maintains a variety of records pertaining to solid waste operations and maintenance utilizing a personal computer
- Oversees the preparation of reports required by regulatory agencies including the New York State Department of Environmental Conservation;
- Meets with the public either individually or in groups to investigate solid waste complaints and interpret and articulate collection policies and programs as well as ensure compliance with Federal, State and local laws and regulations;
- Meets with representatives from regulatory agencies, other municipalities, engineers, consultants, surveyors, contractors, and city personnel to coordinate solid waste operations and responsibilities;
- Recommends personnel actions to the Director of Municipal Utilities;
- Attends grievances and ensures consistent interpretations of the union contract and its provisions;
- Reports both orally and in writing to the Director of Municipal Utilities regarding solid waste operations.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND****PERSONAL CHARACTERISTICS:**

- Thorough knowledge of principles and practices of solid waste collection and disposal and landfill operations and maintenance including safety, hazardous materials, and pest control principles and practices;
- Thorough knowledge of equipment and materials necessary to solid waste collection and disposal and landfill operations and maintenance;
- Thorough knowledge of Federal, State and local laws and regulations pertaining to solid waste collection and disposal and landfill operations and

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- maintenance including safety, hazardous materials and pest control laws and regulations;
- Good knowledge of modern principles and practices of supervision;
- Working knowledge of project planning and administration;
- Working knowledge of educating and interacting with the public;
- Working knowledge of office record keeping;
- Ability to plan and supervise the work of others;
- Ability to read and work from blueprints, plans and technical drawings;
- Ability to follow complex oral and written instructions;
- Ability to communicate effectively both orally and in writing;
- Ability to operate an alpha-numeric keyboard;
- Ability to form and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited NYS college or university with an Associate's degree in Engineering Technology Environmental Sciences or a closely related field and three (3) years of experience in the sanitary landfill operations or the collection and disposal of solid waste refuse;
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

**Additional Requirements:**

Completion of the New York State Department of Environmental Conservation Solid Waste Management Course within 12 months from the date of appointment.