

SANITATION FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the activities in the collection of solid waste and overseeing the equipment use in the Solid Waste Department. The incumbent in this position is responsible for staff and equipment assignment and ensuring the proper maintenance, use and repair of solid waste collection equipment. The work is performed under the general supervision with leeway allowed for the exercise of independent judgment in carrying out routine tasks. The incumbent exercises direct supervision over laborers and motor equipment operators and does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns staff and equipment to solid waste collection routes;

Supervises staff engaged in solid waste collection activities;

Schedules maintenance and repair of solid waste collection equipment;

Oversees and ensures the proper use, maintenance and repair of the collection and disposal equipment;

Instructs and provides guidance on the proper use of equipment;

Conducts periodic inspections of collection routes and makes recommendations for improvements;

Reassigns staff among districts to maintain efficient operation;

Maintains a variety of records pertaining to solid waste operations;

Prepares quarterly and annual recycling reports in accordance with state policies regulations;

Maintains payroll and leave request records for collection and recycling staff;

Performs marketing tasks in order to market recyclable materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of solid waste collection and disposal and landfill operations;

Good knowledge of the equipment used in the collection of solid waste and the maintenance requirements of such equipment;

Good knowledge of the equipment and materials necessary to solid waste collection and disposal;

Ability to plan and supervise the work of others;

Ability to follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to maintain records and reports

Ability to form and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience in sanitary landfill operations or the collection and disposal of solid waste; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in sanitary landfill operations or the collection and disposal of solid waste.