

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 589

SANITATION SUPERVISOR

GENERAL

This position is responsible for assisting the Solid Waste Operations Manager in developing, supervising and planning the citywide recycling program with city, residential and commercial property owners. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists in verifying hauler accounts and/or frequency of service by interacting with solid waste collection customers.
- Provides staff assistance to an administrative superior in specially assigned areas of operations.
- Instructs residents on procedures for collection of bulk trash/garbage/recyclables.
- Trains, coaches, evaluates, and reviews subordinates.
- Performs related work as required.
- Monitor contracted solid waste hauler performance to assure that all solid waste activities are performed as stipulated in the solid waste contract with the private vendors.
- Assists with all forms, compliance certifications and reports required regulatory agencies.
- Assists with local Hazardous Waste Collection Program.
- Enforces solid waste and recycling statutes, ordinances, and regulations.
- Visually inspects locations to determine compliance with local ordinances, regulations and codes with emphasis on solid waste and recycling compliance. Not limited to public trash cans, parks and other areas prone to illegal dumping.
- Interacts with solid waste contractor to investigate and resolve complaints.
- Deliver recycling bins to residents upon request.
- Routinely monitors city for matters pertaining to solid waste and recycling issues; schedule may require beginning at 6AM, ending after 7PM, including working on Saturdays and/or Sundays.
- Writes violation reports and other required department documentation and delivers notices of violations.
- Issues notices or orders to landlords and/or occupants with regard to violations of the solid waste ordinance, regulations and codes and conducts follow-up investigation for compliance.
- Assists other departments with solid waste violations and issues.
- Implements special projects, as needed.
- Assists and responds to customer complaints and other issues that arise.
- Maintains reports of activities as required.
- Operates one or more of the following list of equipment and/or machines: Front-end loader, bucket truck, backhoe, rear/side loading garbage truck, and dump truck.
- Occasionally operates smaller equipment.
- Performs manual laboring tasks.
- Performs routine first echelon maintenance to the equipment.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the City's solid waste regulations, contracts, and other applicable state or county laws.
- Knowledge of the standard terminology, techniques, and practices of contract compliance.
- Ability to read maps and interpret jurisdictional boundaries.
- Ability to investigate potential flow control violations.

- Ability to engage in field work for extended periods and occasionally under adverse conditions (odorous and potentially confrontational).
- Ability to work very early a.m. hours on a regular basis and/or hours as dictated by the Director, which may include weekends.
- Ability to read maps.
- Ability to work independently and as part of a team.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret codes, ordinances and regulations.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High School diploma or equivalent. An Associates' Degree or higher in Environmental Sciences or related field is preferred. Must have at least (2) years of full-time technical or professional experience in environmental, sanitation or solid waste operations. Must possess or obtain a Level I Code Enforcement certification within 12 months of employment. Certification must be from the Florida Association of Code Enforcement (F.A.C.E.) and is required to be maintained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Abilities include walking, standing, bending, climbing, kneeling, reaching, pushing, grasping, crouching, balancing, and pulling with the ability to move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside exposure to all weather conditions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate Class B Commercial Driver's License (Class A preferred) and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non- Bargaining

FLSA: Exempt

Classification: 24/50

Location: Public Works

GERS: Regular Class