



TOWN OF SURFSIDE SOLID WASTE SUPERVISOR

DEPARTMENT: SOLID WASTE

NON-EXEMPT

GENERAL DESCRIPTION:

Responsible work in supervising sanitation and grounds crews and related activities. Work is performed under the general direction of the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Supervise the work of a number of sanitation crews throughout the Town. Prepares reports on operations, such as time and attendance, repairs, etc.
2. Schedules crews and assigns work.
3. Checks progress of work and helps resolve problems or complaints.
4. Receives and investigates complaints. Prepares reports on complaints and follows up to completion.
5. Maintains various records for the division.
6. Instructs new employees in safe and efficient work procedures and methods.
7. Monitors operational budget. Maintains various reports and records.
8. Checks trucks and equipment to insure safe and efficient operations.
9. May perform duties found in other Solid Waste classifications.
10. Accesses, inputs, and retrieves information from a computer.
11. Works with the public.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of modern principles, practices and techniques of supervision and refuse collection activities.
- Ability to plan, schedule and supervise the work of labor crews.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to maintain records and prepare operating reports.
- Ability to express oneself clearly and concisely, orally and in writing.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Two (2) years supervisory experience in solid waste or related work.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Commercial Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Moderate (15 to 44 pounds) lifting and carrying.
- Pulling.
- Walking.
- Standing.
- Bending.
- Stooping.
- Driving.
- Equipment Operation.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with: noise, dust, odors.
- Slippery surfaces.
- In or with moving objects or vehicles.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 5/5/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

