

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Sanitation Crew Supervisor	Job Code: 2607
Date: October 24, 2017	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled supervision and solid waste collection work in Sanitation in Public Works.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Sanitation Manager for the safe and efficient work of assigned crews and performs all work under general direction. This work differs from lower-level Sanitation Workers by its supervisory duties and responsibility to assist with administrative functions.

ESSENTIAL DUTIES: Assist Sanitation Manager with oversight of daily solid waste collection; assist in supervising, planning, and coordinating the work of assigned personnel including scheduling workload; inspect work of assigned personnel and ensure work is completed accurately and efficiently; assist in resolving issues, conflicts, and technical concerns; assist in identifying, evaluating, and resolving personnel concerns and inform the Sanitation Manager of issues affecting the work group; may conduct performance evaluations and enact discipline as needed; participate in the recruitment of new employees and provide input on employee selection; foster team building; attend and/or conduct staff meetings; prepare a variety of records and administrative reports; advise Sanitation Manager on solid waste operation issues and act as Sanitation Manager during absences

Perform the duties of lower-level Sanitation Workers including driving and operating a variety of refuse collection equipment such as a tilt-frame truck, large 22-yard roll-off containers, automated side loader, commercial frontload, automated packers, stake bed delivery vehicle, and light, medium, and heavy trucks; operate vehicle in light to heavy traffic through residential areas and on the highways, often in inclement weather; operate vehicle and equipment to collect containers while driving and/or backing between parked vehicles and other obstructions in tight, restricted, or congested areas; follow a complicated route map and complete route within allotted time; maintain route books; determine route sequences; ensure container is left in upright position after dumping; operate and maintain the City's composting and yard waste recycling equipment including grinder, trommel screen, and compost turner; may provide assistance to customers with special needs (box pickups, bringing can to curbside, and similar requests); provide service for missed pickups from previous workdays; establish and maintain good relations with residents; run routes for other drivers in their absence; assist in performing maintenance of trucks, equipment, and containers including fueling, oiling, changing tires and lights, and checking brakes; clean out ram areas and trucks; report damage to or needed repairs of containers and equipment; inspect trucks and equipment daily; diagnose minor equipment problems; maintain records for equipment usage; maintain service schedule for all equipment and ensures a preventative maintenance program is implemented; maintain and manages equipment inventory; perform other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two (2) years of experience at a level and type equivalent to a Senior Sanitation Worker.

License(s)/Certification(s): A valid, lawful Class B Commercial Driver's License (CDL) is required at time of appointment.

SELECTION FACTORS: *Knowledge of:* the operation and maintenance of heavy duty trucks and collection equipment; the demographic layout of Provo City and solid waste collection routes and schedules; the methods and techniques of solid waste collection; hazards and safety precautions inherent to operating refuse collection equipment; standard practices, methods, and equipment operations; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; supervisory principles, techniques, and methods; the goals of the section; and the operations, functions, and terminology common to the work. *Skill in:* hand-eye coordination and manual dexterity; following a complicated route map in a tightly scheduled time frame; basic computer operations; the operation and maintenance of all sanitation equipment including collection vehicles, loaders, and roll-off trucks; practicing trust-building behaviors. *Ability to:* assume responsibility for supervision, direction of workflow, and performance evaluations; follow specific and general instructions; learn and follow standard safety practices and procedures inherent in refuse collection; simultaneously operate vehicle with hands and legs while operating equipment using a series of levers, buttons, and pedals in a repetitive and continuous motion; quickly and accurately perform work; communicate effectively both verbally and in writing; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; train subordinate workers; fulfill administrative duties as assigned.

TOOLS AND EQUIPMENT USED: Tilt frame truck, front-end loader, automated truck, dump trucks, loaders, snow plow, and two-way radio.

PHYSICAL DEMANDS: Requires agility to perform the work, regularly operating equipment for long time periods, repetitive heavy lifting up to 100 lbs., manual dexterity, and ability to maintain balance on icy, wet, and slippery surfaces.

ENVIRONMENTAL FACTORS: Exposure to adverse weather conditions, hazardous conditions, odors, fumes, dust, noise, and heavy traffic. May involve exposure to stressful circumstances including interactions with the public in negative situations. *Note: Employees of this class may be subject to on-call status.*

 Department Director

 Date

 Mayor/Chief Administrative Officer

 Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*