

PROVO CITY CLASSIFICATION SPECIFICATION

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| Title: Sanitation Manager | Job Code: 2615 |
| Date: April 30, 2012 | EEO Code: SM |
| FLSA Designation: Exempt | Civil Service Status: Covered (UC) |

DEFINITION: This is skilled administrative work with responsibility to oversee and direct the daily activities of the City's solid waste collection program.

CLASSIFICATION STANDARDS: The position allocated to this class is responsible to the Public Services Division Director and performs all assigned work under his/her general direction. The work of this class is distinguished by its individual responsibility to oversee the administrative functions of the solid waste collection program.

ESSENTIAL DUTIES: Oversee daily solid waste collection; supervise, plan, and coordinate the work of assigned personnel including scheduling workload and developing routes; inspect work of all sanitation personnel and ensure work is completed accurately and efficiently; resolve issues, conflicts, and technical concerns as they arise; ensure enforcement of the City's sanitation codes, rules, regulations, and ordinances as they relate to public health and environmental control; receive and resolve service complaints; oversee the enforcement of safety standards; oversee training programs for sanitation personnel; conduct performance evaluations and enact rewards and discipline as needed; identify, evaluate, and resolve personnel concerns; assist in the recruitment of new employees and provide input on employee selection and retention; foster team building; attend and/or lead staff meetings; disseminate divisional and departmental information to staff.

Develop, submit for review, and implement program policies, procedures, and goals; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on program activities and performance; maintain vehicle and equipment inventory and ensure a program of preventative maintenance is followed; orders materials and supplies; prepare and submit a timely and accurate program budget and administer it throughout the fiscal year, including oversight on all purchases; assist in the supervision of the sanitation billing process; administer the neighborhood clean-up program and coordinate Sanitation's activities with neighborhood chairmen and community leaders.

Perform the duties of a Sanitation Worker as needed, including driving and operating a variety of refuse collection equipment as defined by that general classification; operate vehicles in light to heavy traffic through residential areas and on highways; operate vehicle and equipment to collect containers while driving and/or backing between parked vehicles and other obstructions in tight, restricted, or congested areas; oversee assistance to customers with special needs; ensure service for missed pickups; establish and maintain good relations with residents; run routes for drivers in their absence; perform other duties as needed.

MINIMUM REQUIREMENTS: Two (2) years of experience at a level and type equivalent to that of a Senior Sanitation Worker; plus two (2) years of program management and/or supervisory experience; OR an equivalent combination of education, training, and/or experience [substituting each one year of post-secondary education/training for six months of experience].

License: A valid, lawful Class B commercial driver's license is required at time of appointment.

SELECTION FACTORS: *Knowledge of:* the methods and techniques of solid waste collection; the operation and maintenance of heavy duty trucks and collection equipment; the demographic layout of Provo City and the solid waste collection routes and schedules; 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; modern supervisory principles, techniques, and methods; the goals of the section; and the operations, functions, and terminology common to the work. *Skill in:* work management and interpersonal relations as applied to supervising personnel and contact with City officials and the general public; hand-eye coordination and manual dexterity; basic computer operations; the operation and maintenance of all sanitation equipment. *Ability to:* supervise, direct workflow, and perform evaluations; follow specific and general instructions; learn and follow standard safety practices and procedures; simultaneously operate vehicle with hands and legs while operating equipment using a series of levers, buttons, and pedals in a repetitive and continuous motion; perform work with speed and accuracy; prepare and administer an operational budget; 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, two-way radio.

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

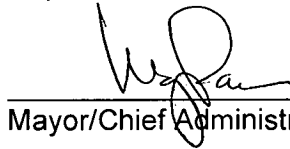
ENVIRONMENTAL FACTORS: Exposure to adverse weather conditions, hazardous conditions, odors, fumes, dust, noise, and heavy traffic. May involve exposure to stressful circumstances including interactions with the public in negative situations. *Note: Employees of this class may be subject to on-call status.*



Department Director

4-16-12

Date



Mayor/Chief Administrative Officer

4/30/12

Date

NOTE: The above statements are intended to 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.