CITY OF WASCO
POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA

<table>
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<tr>
<th>Position Title: Sanitation Superintendent</th>
<th>Department: Sanitation Division</th>
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<tr>
<td>Reports to: Public Works Director</td>
<td>FLSA Classification: Exempt</td>
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<tr>
<td>Career Ladder: Public Works Director</td>
<td>Pay Grade: 09</td>
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<td>Approval Date: 07-17-18</td>
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POSITION SUMMARY:

The fundamental reason this classification exists is to provide overall management for the Sanitation division. Incumbents are required to manage division budgets, request capital improvement projects; provide team guidance; promote, assess, and implement team initiatives. The nature of the work is such that considerable independence is allowed in directing the overall operations of the Division. This position reports directly to the Public Works Director who formulates policy and provides general direction. Performance is evaluated through observation, conferences, reports and/or results obtained.

CLASS CHARACTERISTICS:

This single position, management classification is responsible for management of all activities of the Sanitation Department a division of the Public Works Department. The incumbent interfaces frequently with public officials, local agencies, other public/private organizations and the general public. It plans and directs the activities of the Sanitation Department and prepares periodic reports to the State of California, Public Works Director and City Council, as required. It has the responsibility for the preparation of the Sanitation budget under the guidance of the Public Works Director.

ESSENTIAL RESPONSIBILITIES:

Plans, organizes, coordinates, administers and directs the work of the Sanitation Division

Organizes, develops and manages an Integrated Waste Management Plan, including the following elements, waste characterization, source reduction, recycling, composting, special waste, household hazardous waste and education

Administers general policies and procedures and supervises the operation of municipal solid waste collection, treatment, disposal, diversion and recycling programs

Develops and recommends to the Public Works Director changes and modifications in operating procedures as required to meet changing times and conditions

Reviews the work of Division employees; makes regular inspections of work in the field

Ensures facilities maintain all Federal, State and City regulations during day-to-day operations

Coordinates activities with other City divisions
Deals with a variety of businesses, manufacturers, suppliers and service organizations from which the City obtains materials, equipment, supplies and services.

Represents the City with other local agencies in solid waste and recycling matters.

Researches and evaluates requirements for legislation, commodities, services, personnel, and training needs.

Prepares budgets and performs cost analysis, cost avoidance, and cost projections.

Prepares basic specifications for equipment and conducts proper field testing.

Monitors proper equipment, bin, and facilities maintenance, and prepares/administers an equipment replacement schedule.

Reviews and resolves service complaints from the public.

Administers contracts with the City involving consultants, contractors, vendors, and service providers.

Evaluates and prepares feasibility studies for state of the art developments in collection, transfer, disposal, recycling, composting and related areas.

Supervises and trains subordinate personnel.

Assigns and reviews work projects and maintains status reports.

Prepares/presents technical information and reports to citizen groups, solid waste professionals, government organizations, and other interested persons or groups.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Will be required to work weekends, after hours, holidays and on-call as needed.

May perform other work as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of** – Principles of management and supervision; effective and efficient methods and procedures of scheduling and managing solid waste collection, treatment, disposal, diversion, and recycling operations; thorough knowledge of the equipment and machinery used in areas of waste management; familiar with modern techniques, automation and methods utilized in solid waste collection, treatment, disposal, diversion, and recycling; City policies, procedures and practices; personal computer operation including word processing, spreadsheet and database software. Solid waste collection, disposal, resource recovery and recycling methods and systems; Federal, state and local regulations affecting solid waste management plans and operation; Revenue sources for solid waste projects and services; Principal and practices of employee supervision, including selection, training, evaluation and discipline; Administrative principles and methods, including goal setting, program development and implementation and budgeting; Safety regulations, safe work practices and safety equipment related to the work.

**Skilled in** – Planning, organizing, directing and monitoring a multi-function solid waste program; Soliciting and administering federal and state grants for recycling and other solid waste management programs; Coordinating and integrating solid waste projects and operations with other agencies, City
departments and the public; Independently analyzing complex technical and administrative situations and preparing appropriate solutions; Preparing or directing the preparation of clear and concise reports, correspondence and other written materials; Communicating effectively orally and in writing; Establishing and maintaining effective working relationships with those contacted in the course of the work; Selecting, training, motivating and evaluating assigned staff; Exercising sound, independent judgment within established policy guidelines.

**Ability to** - Organize and supervise the work of staff and monitor performance; plan, schedule, coordinate and inspect all solid waste management operations; effectively implement approved programs; determine economic use of equipment, manpower and materials to forecast long and short-range service requirements; establish and maintain effective working relationships with employees and the public; make public presentations; effectively communicate with the news media, local agencies, refuse haulers, businesses, etc.; develop and implement goals, procedures, work standards and internal controls. Maintain accurate records; Directs, evaluates and supervises the work of assigned personnel; Communicates effectively in written and oral form; Develops and maintains effective working relationships; Operate a refuse loader truck and have knowledge of all routes.

**Licenses and Certificates** – Possession of a valid California Class B Driver License without the Air Brake restriction is required at the time of appointment, and is a condition of continued employment. Loss of the Class B License and/or Air Brake restriction is a cause for immediate demotion, reassignment or termination as determined by the City Manager. Highly desirable: National and State certifications in environmental health, engineering or related fields and certifications offered by professional organizations, i.e., the Solid Waste Association of America (SWANA), California Environmental Health Association (CEHA), Department of Health Services (DHS), etc.

**Physical Abilities and Work Environment** – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places, and possess keen hearing and smell. Operate motorized vehicles and equipment. Exposure to a variety of hazardous gases, chemicals, and chemical compounds used in the course of work. Must possess the manual dexterity to use small hand tools, to use keyboard equipment, and be able to lift up to 100 lbs.

**Other** – Bilingual fluency in English and Spanish is desirable.

**EDUCATION AND EXPERIENCE:**
Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – Five years progressively responsible experience in solid waste administration, including collection activities, disposal operations, and waste diversion or related experience, including one year at a supervisory level

**Education** - Graduation from an accredited college or university with a Bachelor's degree in the Physical, Biological or Environmental Sciences, Engineering or related field Equivalent. Experience may be substituted on a year for year basis
ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date