



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Sanitation Supervisor	5103
EFFECTIVE:	July 1, 2007	FLSA: Non-Exempt
REVISED:	June 8, 2010	

Summary: Under general supervision, supervises staff and work activities engaged in the collection, sorting and disposal of refuse and recyclable materials at the City Landfill, in accordance with all safety regulations and procedures.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and supervises the daily activities of the sanitation work group; coordinates and schedules, staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; works with employees to correct performance deficiencies.
- Organizes and supervises sanitation maintenance activities and routes; schedules and assigns crews and equipment; supervises activities, and inspects jobsites to assure work quality and effective use of resources; assures vehicles and equipment are serviced and repaired.
- Responds to public complaints and requests for service, and resolves issues within scope of authority.
- Monitors landfill operations; collects information and prepares reports on utilization statistics; maintains records as required; enforces adherence to City policies, procedures and standards.
- Assures that all safety rules and standards are observed.
- Trains staff and coordinates training programs; instructs crew in work techniques and the proper use and maintenance of equipment.
- Assures that jobsites and program activities are in compliance with all laws, regulations, policies and safety standards.
- Operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair.
- Coordinates a variety of administrative activities including employee scheduling, personnel action forms, payroll reporting, requisitions, and report processing.
- Collects information, prepares reports and maintains records as required.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City policies and procedures.
 - Knowledge of routes, equipment and operating procedures of solid waste collection, recycling and landfill operations.
 - Knowledge of: Arizona Department of Environmental Quality & Environmental Protection Agency rules and regulations.
 - Knowledge of site management methods used in operation and maintenance of landfills.
 - Knowledge of refuse collection and recycling methods.
 - Knowledge of OSHA safety standards and practices, and heavy equipment safety rules.
 - Knowledge of the operation, maintenance and repair of equipment and vehicles.
 - Knowledge of Federal, state and City safety rules and regulations.
 - Knowledge of occupational hazards and safety precautions.
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- Skill in interpreting and applying municipal sanitation standards and procedures, Federal and state rules and regulations, and City policies and procedures.
 - Skill in effectively supervising, leading and delegating tasks and authority.
 - Skill in operating all equipment and vehicles found in a typical solid waste collection, recycling and landfill operation.
 - Skill in establishing cooperative working relationships with employees and customers.
 - Skill in operating and maintaining tools and equipment in a safe and effective manner.
 - Skill in promoting and enforcing safe work practices.
 - Skill in verbal and written communications.

Minimum Qualifications:

High School diploma or GED equivalent, AND five (5) years landfill and sanitation program experience, including two years of lead or supervisory experience, AND two (2) years operating heavy equipment (5 tons or larger)

Must maintain a valid State of Arizona Class A Commercial Driver's License (CDL)

Preferred/Desirable Qualifications(s):

Graduation from an accredited college or university with an Associate's Degree in Public or Environmental Health, Business or Public Administration or a related field is desirable.