



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	SANITATION SUPERINTENDENT		
Department:	Public Works		
Supervisor:	Public Works Director		
Date:	February 2012	Position No.	PW/22
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for overseeing solid waste collection, recycling, and yard waste.

Job Scope:

The purpose of this position is to manage solid waste collection. Successful performance helps ensure department compliance with state and federal laws and regulations.

Essential Duties and Responsibilities:

1. Operates various types of equipment
2. Trains staff in sanitation street department operation
3. Coordinates with other Departments
4. Oversees daily sanitation operations.
5. Orders supplies, materials, and safety equipment and clothing.
6. Supervises, schedules, trains, and inspects the work of crews in accordance with city personnel policies and procedures.
7. Communicates with citizens to explain operations, assess concerns, and provide information to the public.
8. Creates and maintains effective relations with employees and customers.
9. Conducts safety meetings and complies with established safety standards and regulations.
10. Assists with developing the annual sanitation budgets.
11. Prepares bid specifications for major equipment purchases.
12. Plans, prioritizes, coordinates, and reviews the work of crews.

13. Participates in the interviewing and selection of staff; provides or coordinates staff training; evaluates work; implements disciplinary procedures; ensures that staff meet annual training requirements.
14. Investigates complaints and recommends corrective actions as needed.
15. Reviews purchase orders and ensures they are properly coded.
16. Maintains accurate records of work performed and materials used.
17. Prepares daily, weekly, and monthly activity reports.
18. Coordinates with business and property owners.
19. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High school diploma or GED
2. 5 years of experience in a closely related field with a minimum of 3 years as a supervisor
3. Knowledge of City practices, structure
4. Valid Missouri Driver's License
5. CDL Class B with air brakes endorsements required
6. Must agree to be subject to random drug screen throughout employment.
7. Prefer previous public service or customer experience

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of safety standards and regulations.
2. Knowledge of environmental protection rules and regulations.
3. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
4. Knowledge of city and department policies and procedures.
5. Knowledge of solid waste disposal methods.
6. Skill in problem solving and decision making.
7. Skill in performing mathematical calculations.
8. Skill in maintaining records.
9. Skill in using a computer and standard office equipment.
10. Skill in oral and written communication.

Guidelines:

1. City ordinances
2. Department policies and procedures, and city, state, and federal statutes, regulations, and guidelines.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to overseeing public works operations. Extensive contact with the public contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, vendors, contractors, other city employees.
2. Citizens, business leaders and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Senior Equipment Operator, Public Works Service Worker, and Senior Administrative Assistant.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed either outdoors or while sitting at a desk or table with intermittent standing. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office or outdoors. Work may involve the prolonged use of the telephone and personal computer. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, safety glasses and work boots.