



Department:	Public Works – Streets
Supervisor:	PW Director
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Petersburg Borough

Job Description

PUBLIC WORKS

SANITATION OPERATIONS SUPERVISOR

Definition

The Sanitation Operations Supervisor is responsible for providing customer service operation and maintenance of baling facility, landfill area and refuse and recycling collection. Performs supervisory duties, while maintaining a safe working environment.

Supervision Received

The Sanitation Operations Supervisor reports directly to the Public Works Director or as otherwise assigned by the Director.

Supervision Exercised

Schedules and supervises Sanitation employees. May participate in hiring and performance appraisal decisions. Provides training and shall recommend the training needs for Sanitation employees on an annual basis.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Maintains and operates the baler system, scales and front end loader. Verifies refuse content. Tracks and directs customers at the baler facility and landfill site

Responsible for the onsite management and enforcement of the Petersburg Borough solid waste permit as issued by ADEC, including all environmental monitoring as written.

Responsible for customer service, billing, processing and issuing receipts. Responsible for computer data collection and issuing reports to the Public Works Director or as otherwise assigned.

Performs and oversees daily and preventative maintenance on baler facility and grounds, landfill equipment and grounds, including maintenance of burn area and snow removal.

May operate trucks, heavy equipment, hand and power tools necessary for the refuse collection, baler facility and landfill site operation and maintenance.

Responsible for maintaining a clean and safe working environment in compliance with DEC regulations and OSHA requirements, including enforcement of established Borough-wide and Sanitation Department safety policies and procedures.

Promptly reports all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to their supervisor or the Public Works Director.

Maintains and issues reports on incoming household hazardous waste and insures recyclable materials are sorted and deposited in their designated areas.

Monitors salvage activity permitted through the Petersburg Borough salvage program and ensures salvagers adhere to safety regulations at all times. Makes recommendations to their supervisor regarding salvage program operations and violations.

Manages the Borough recycling program, including collection, consolidation and shipping efforts.

Coordinates annual Household Hazardous Waste collection events.

May assist in preparing the annual budget.

May be assigned special projects or duties, as needed.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the position of Sanitation Operations Supervisor is distinguished by the element of staff supervision and administrative responsibilities.

The Sanitation Supervisor will demonstrate the following traits and abilities:

Communication:

- Actively listen to others for understanding of their needs and situations, gather pertinent information and communicate professionally to the proper recipient:
- Clearly speak, read and write in English.
- Understand and carry out written and oral instructions

- Direct, mentor, counsel, train and discipline subordinates in a professional manner.

Decision Making:

- Act in a decisive manner, using good judgment, and effectively interpret the policies and objectives of the department.

Interpersonal Relationships:

- Communicate with tact and diplomacy, deliver and accept constructive criticism and maintain cooperative working relationships with employees, other department supervisors, various organizations, and the public;
- Work efficiently while observing all applicable Borough-wide and departmental safety standards and requirements.

Professional Attitude:

- Demonstrate commitment to the organization and profession through initiative, dependability, self-confidence, professional development and representation of the department to other agencies' staff and citizens with a courteous, accurate and business-like manner.

Quality of Work:

- Produce quality work with a high level of accuracy.
- Recognize and correct errors and utilize work time efficiently and productively.

Working Conditions

Incumbent performs approximately 50% of duties inside baler facility. Lifting requirements average 100 lbs. Physical injury can result from exposure to hazardous waste and moving parts of large equipment used to perform duties associated with this position.

Qualifications

Must possess a current and insurable Commercial Drivers license, Class A or B with air brakes-and tanker endorsements.

Any combination of experience and education which provides the applicant with the following attributes:

Ability to manage and maintain effective working relationships with subordinates, while administering policies and procedures.

Ability to deal courteously and effectively in a professional manner with the public.

Working knowledge of computers and customer billing practices.

Ability to operate equipment, tools, and vehicles in a skillful and careful manner.

Mechanical knowledge and experience sufficient for maintenance of baler facility equipment.

Ability to become certified in Hazardous Waste Operations and Emergency Response (HAZWOPER) within one year or as soon as possible thereafter, dependent on the availability of training.

Ability to perform heavy manual labor under dirty, unpleasant, and potentially hazardous working conditions.

Physical ability to perform the work of the class.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date