

- Performs related work as required.

In general, sanitation crew chief duties include, but are not limited to:

- Supervising staff:
 - Confirm crew attendance and readiness
 - Check to ensure that all employees utilize safety equipment and procedures
 - Ensure staff obey speed and distraction rules
 - Monitor correct use of personal protection equipment
 - Verify that staff are using safe lifting procedures
 - Confirm that drivers are performing pre and post trip duties
 - Check that staff are using safe practices when backing and using the vehicle step
 - Assign employees to daily duties
 - Provide recommendations to the Sanitation Supervisor for employee performance reviews
 - Provide training to new employees on equipment and tool use.
- Monitoring operations:
 - Become familiar with the job description of sanitation truck operators.
 - Inspect all properties for sanitation code violations (including dumpster enclosures) and report to the supervisor for coordination with the building code department.
 - Communicate daily with the supervisor to receive instructions and advice regarding the completion of job assignments.
 - Maintain high standards of safety and efficiency in exercising duties and responsibilities.
 - Exercise immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
 - Communicate with customers to answer questions and address complaints.
- Conducting inspections:
 - Collect and approving vehicle inspection reports.
 - Conduct inspections of customer services rendered to determine appropriate surcharges (extra pickup fees).
 - Inspect dumpsters to ensure good condition.
- Gathering Data and Completing Reports:
 - Gather and disseminate data to the mechanic when repairs are needed
- Maintaining files:
 - Complete various reports and forms as required.
 - Assist in updating the fixed asset inventory for the department.

- Help to maintain an updated file system utilizing serial numbers for all mobile refuse containers issued to residential customers.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of, methods, procedures and practices related to the collection and disposal of municipal solid waste. Ability to instruct and evaluate work assignments of personnel. Ability to establish and maintain effective working relationships with subordinates, contractors and the general public. Ability to develop, prepare and present long range plans and programs relating to the area of responsibility. Ability to respond to after hours emergency call-ins within a reasonable amount of time. Ability to make minor electrical and mechanical repairs to various types of motors, pumps and other related equipment under instruction and guidance of qualified supervisor. Ability to comply with work schedules and maintain a satisfactory attendance record. Able to perform all tasks of a Service Worker II and III. Ability to effectively communicate verbally and in writing. Ability to develop and maintain good leadership and people skills.

EDUCATION AND EXPERIENCE

Must possess a high school diploma or a GED.

Seven (7) years experience in the field of Sanitation including experience in managing all aspects of solid waste collection and disposal,

Two (2) year in a responsible supervisory capacity.

An equivalent amount of training and experience may be substituted for the above qualifications

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida CDL Class B license.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to lift more than 60 lbs. on a frequent basis.
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, see and smell.

ENVIRONMENTAL CONDITIONS:

- Works both indoors and outside and will be exposed to outside weather elements.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

