# JOB ANNOUNCEMENT City of Treasure Island, Florida

TITLE OFPOSITION: Crew Chief – Sanitation

VACANCY DATE: March 21, 2017

SALARY: \$16.46 - \$24.08 Depending on Qualifications

CLOSING DATE: Open Until Filled

JOB TITLE: CREW CHIEF GRADE: 11

DEPARTMENT: PUBLIC WORKS SALARY: \$16.46 - \$24.08

# **GENERAL DESCRIPTION:**

This is a highly responsible supervisory position involving the management and maintenance of the City's solid waste stream and field supervision of a crew. Work also entails coordination for solid waste collection, special pickups, yard waste collection and disposal activities within the city. Work involves the safety, coordination and assignment of sanitation personnel and vehicles. This position is performed with considerable independence under the general direction of the Public Works Supervisor.

# **ESSENTIAL JOB FUNCTIONS**

- Assists with sanitation route assignments.
- Coordinates operational activities and enforces uniform work standards, practices and policies relating to collection of commercial routes, inspecting and servicing accounts, and coordination of vehicles and equipment.
- Establishes work schedules, adjusts routes, and assigns vehicles and equipment.
- Responds to customer requests or complaints in a timely manner.
- Participates in the supervision, training, placement, safety, evaluation, and discipline of employees.
- Maintains equipment and supply inventories.
- Conducts safety inspections of vehicles and submits and follows up on work orders.
- Trains and instructs crew members work procedures and safety precautions.
- Performs a variety of advanced manual labor.
- Ability to submit employee timesheets, evaluations, basic forms and paperwork.
- Works with Supervisor to evaluate and plan, ongoing or upcoming projects and maintenance procedures.
- Maintains the cleanliness of vehicles as per Health Department Regulations.
- Assists in loading and unloading of refuse, trash, yard waste and other materials which are transported by truck.

• 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 life 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.)



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