

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: CREW CHIEF – SANITATION
VACANCY DATE: FEBRUARY 27, 2019
SALARY: \$16.95 - \$24.81 PER HOUR DEPENDING ON QUALIFICATIONS
PLUS 7% INCENTIVE
CLOSING DATE: MARCH 31, 2019
DEPARTMENT: PUBLIC WORKS
GRADE: 11

GENERAL DESCRIPTION

This is a highly responsible supervisory position involving the management of the City's Solid Waste Division, including the supervision of a crew. Work entails coordination with City staff, residents, businesses and other agencies for the collection and disposal of special pickup items, residential and commercial waste, recycling, and yard waste throughout the City. Work also involves the daily training, 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

The listed job functions are general in nature and are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. In general, Sanitation Crew Chief duties include, but are not limited to:

Supervisory Duties:

- Responsible for the supervision, training, safety, evaluation, and discipline of employees
- Establishes work schedules, collection routes, and assigns vehicles and equipment
- Coordinates crew activities and enforces work standards, practices and policies
- Trains and instructs crew members on vehicles, equipment, work procedures and safety precautions
- Confirms crew attendance, proper use of personal protective equipment, and mental/physical readiness for work
- Ensures that all employees utilize safety equipment and procedures, including pre and post trip duties
- Assigns employees to post-collection daily duties
- Assists with and/or completes employee performance reviews
- Provides training and cross-training to employees on safety, routes, and equipment/tool use

Operational Duties:

- Responds to and resolves customer requests or complaints in a timely manner
- Works with the Public Works Supervisor to evaluate and plan projects and maintenance procedures
- Performs a variety of advanced manual labor, including assisting with the loading and unloading of refuse, recycling, yard waste, and other materials
- Ensures the maintenance and cleanliness of vehicles.
- Inspects and reports properties with sanitation code violations and follows up with management and/or the City's Community Improvement Department.
- Communicates daily with the supervisor and Public Works Office Manager to receive instructions and regarding the completion of job assignments
- Maintains high standards of safety and efficiency in exercising duties and responsibilities
- Inspects dumpsters to ensure good condition quarterly. Maintain inventory and recommendations for ordering
- Conducts inspections of customer services rendered to determine appropriate surcharges
- Operates vehicles and equipment of various sizes and weights

Administrative Duties:

- Develops monthly route assignments
- Gathers and disseminates information to the mechanics when repairs are needed
- Tracks inventories and special collection amounts
- Tracks and electronically files safety documentation for trainings and inspections
- Submits employee timesheets, evaluations, forms, and paperwork
- Assists with the development of the operating and capital budget for the Department
- Utilizes the City's Work Order and Asset Management system, as directed by the Public Works Supervisor
- Completes various reports and forms as required

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Considerable knowledge of the methods, procedures, and practices related to the collection and disposal of municipal solid waste
- Ability to instruct and evaluate the work assignments of personnel
- Ability to establish and maintain professional working relationships with management, subordinates, contractors, and the general public
- Ability to develop, prepare, and present reports and long-range plans
- 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 equipment under instruction and guidance of qualified supervisor

- Ability to comply with work schedules and maintain a satisfactory safety and attendance record
- Ability to perform all tasks of a Service Worker II and III
- Ability to communicate effectively both verbally and in writing
- Efficient in the use of Microsoft Office programs
- Ability to work flexible hours
- Ability to act as interim Public Works Supervisor when necessary

Education and Experience:

- Must possess a high school diploma or a GED
- Five years of experience in the field of sanitation
- Two years of experience in a responsible supervisory capacity, preferably in the field of sanitation

An equivalent amount of training, education and/or experience may be substituted for the above qualifications.

Licenses, Certifications or Registrations:

Valid Florida CDL Class B driver's 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 60 pounds on a frequent basis
- Ability to walk, sit, climb, balance, stoop, kneel, crouch, crawl, see and smell
- Regularly required to use hands to feel, handle and operate controls and tools
- Ability to perform heavy manual tasks for extended periods of time, possibly in inclement weather

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.