



JOB ANNOUNCEMENT

City of Treasure Island, Florida

CREW CHIEF - SANITATION

DEPARTMENT:	Public Works	JOB TYPE:	Full Time, Non-Exempt
SALARY:	Starting \$19.67 - \$29.00/hr + 7% Sanitation Incentive	PAY GRADE:	13
VACANCY DATE:	Immediate	CLOSING DATE:	Open Until Filled

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 manual labor and the coordination of 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

Supervisory Duties:

- Responsible for the supervision, training, safety, evaluation, and discipline of employees
- Establishes work schedules, collection route assignments, 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 overall 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:

- Performs a variety of advanced manual labor, including operating vehicles and equipment, loading and unloading of refuse, recycling, yard waste, and other materials
- Maintains a strong working knowledge of all routes and the operation of all collection vehicles
- 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
- Ensures the maintenance and cleanliness of vehicles within the division
- Maintains familiarity with the City's personnel manual, safety manual, sanitation safety manual and waste and recycling ordinance and provides associated staff training
- Collaborates with customers and the City's code enforcement officers to enhance the safety of dumpster pads and enclosures
- Provides customer education regarding proper waste and recycling disposal protocols
- 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; maintains 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
- Maintains inventories of carts and dumpsters 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

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 duties as required.

MINIMUM QUALIFICATIONS

- Must be eighteen years of age or older.
- Must possess a high school diploma or GED.
- Must have a Florida Commercial Driver License (CDL) – Class B
- Five years of experience in sanitation field
- Two years of experience in a responsible supervisory capacity, preferably in the sanitation field
- Or an equivalent combination of education, training, and experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Commercial Driver License (CDL) – Class B

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 access, input and retrieve information from a computer.
- 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.