

City of Sallisaw

Job Description

Job Title: Sanitation Superintendent

Exempt (Y/N): Yes
Date: November 2009

Department: Sanitation
Reports To: City Manager

SUMMARY

The incumbent is responsible for managing and supervising the daily operations of the city landfill and refuse collection divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

1. Manage and supervise daily operations of the city landfill and refuse collection divisions.
2. Handle public relations and customer service for the sanitation and landfill departments.
3. Supervise maintenance and repair of equipment and insure that a preventative maintenance program is established and implemented.
4. Assist in design of special projects in conjunction with consulting engineer and supervise projects to completion.
5. Coordinate projects and work programs with other city departments and outside agencies.
6. Insure that landfill is operated and maintained in compliance with ODEQ Permit.
7. Complete and submit monthly, quarterly and yearly reports to ODEQ.
8. Insure that refuse collection service to residential, commercial and industrial customers is provided in an efficient, professional manner.

9. Prepare agenda items, reports and correspondence as directed by City Manager.
10. Prepare budget request for landfill and refuse collection. Administer adopted budget in an effective manner.
11. Attend training classes and professional development courses as needed.
12. Recommend replacement and purchase of equipment and capital improvement projects.
13. Provide QAQC for landfill construction and operations.
14. Monitor landfill charge accounts.
15. Responsible for funds and/or equipment valued up to \$5,000,000.
16. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all employees of the Landfill & Refuse Collection Divisions. Discharges supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing customer complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and five (5) years related experience and training, and three (3) years management or supervisory experience. Experience supervising a sub-title "D" Landfill is preferred. Demonstrated knowledge and experience with construction industry and operation/maintenance of heavy equipment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with other departments or offices and with individuals in upper level positions, frequent contacts with various diversified sectors of the public. Frequent contact with engineers, contractors and state and local government officials. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Landfill Manager Certification preferred. Must be able to obtain within time frame established by City Manager.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to talk and hear. The employee frequently must be able to sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and, stoop, kneel, crouch and crawl. The employee must be able lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions. Incumbent works near moving mechanical parts and construction activity, which would pose a safety risk. The incumbent could be exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the corporate limits of the City of Sallisaw, Oklahoma.

Approved:  Date: 10-27-14
City Manager

Modified: 12/01/09; 10/27/14