

Job Title: **Sanitation Director**

Classification: **Exempt - Executive**

Department: Solid Waste



Division:

Supervisor: City Manager

Effective: 01/01/2014

I. JOB SUMMARY

This position is responsible for planning and administering various city programs and services relating to municipal solid waste management and disposal. This position is responsible for planning and administering services relating to Solid Waste Management. Job assignments include coordinating special work assignments, community interaction, public relations and customer services. Employee works closely with the Accountant, Accounting Supervisor and Administrative staff to establish best management practices. Work involves extensive knowledge of the solid waste field, state regulations as related to solid waste disposal, and the business administration concept. Employee works under the direction of the Director of Public Works and has daily contact with the public, requiring tact, courtesy and diplomacy. The employee will coordinate work with Supervisors and Crew Leaders in the Residential, Brush, and Recycling Divisions of the Solid Waste Department. Employee performs supervisory work, planning, organizing, scheduling, assigning and evaluating the work of supervisors over refuse collection, disposal and maintenance crews.

II. EDUCATION REQUIREMENTS

- Requires a high school diploma or equivalent; or five (5) years' of progressive responsible experience in municipal operations, preferably in solid waste operations.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "CDL" license from the Texas Department of Public Safety.

IV. SKILL ABILITY REQUIREMENTS

- Job requires basic knowledge in a professional field in which extensive specialized training is required in order to be able to correlate information, prepare and write reports, set up detailed procedures from general requirements and make explanation of a complex nature employing technical or written expression.

- Job requires two (2) to four (4) years of work experience in solid waste management, preferably for a municipality. At least two (2) years of supervisory experience is preferred.
- Job requires a thorough knowledge of safety standards and precautions related to solid waste collection and disposal.
- Job requires a thorough knowledge of waste minimization and reduction practices, procedures and educational techniques.
- Job requires knowledge of equipment, practices and procedures related to solid waste management.
- Must be able to work with administrators, internal department, other departments and staff to maintain a positive image of the division and services.
- Must be able to work effectively under pressure and stringent schedules and produce accurate and satisfactory results.
- Must be able to establish and obtain operating goals and objectives.
- Must be able to communicate effectively, at all levels, both orally and in writing.
- Must be able to maintain records accurately and efficiently.
- Bilingual communication skills in English and Spanish are preferred.

V. ESSENTIAL JOB FUNCTIONS

- Responsible for directing the daily operation of the Residential, Brush, and Re-cycling operational and administrative functions as well as the fleet maintenance of the Solid Waste Department.
- Plans, organizes, coordinates and implements programs in the areas of solid waste and waste collection.
- Reviews current programs and costs analyses data relating to municipal solid waste management to improve efficiencies in the operation.
- Develops recommendation for programs and activities to be conducted, estimates costs and potential cost savings, and coordinates the implementation of approved programs.
- Monitors and inspects work activities to ensure proper procedures, methods, and safety standards are being followed. Make appropriate changes to standard operating procedures.
- Monitors fuel consumption, vehicle and equipment maintenance, develops monthly performance measures reports and administers asset management techniques for inventory controls.
- Provides assistance and technical support to the residential, brush and re-cycling supervisors within the organization regarding solid waste policies, procedures and regulations.
- Prepares and formulates the annual budgets for capital improvements and equipment purchases for the Solid Waste Division.
- Attends a variety of workshops and seminars related to solid waste.

- Perform other functions normally associated with municipal solid waste and cost associated.
- Be available to provide assistance in First Responder incidents as situations arise where the Public Works Department is called upon.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Assists and represents the Director of Public Works by performing related work activities as assigned.
- Responds to public inquiries in a professional and tactful manner.
- Attend special events when needed.

VII. EQUIPMENT/MATERIALS

General office, safety equipment/materials, and various other equipment related to the operation of the solid waste department to include but not limited to the following:

- Personal computer
- 10 key calculator
- Printer
- Manual Hole Puncher
- Sanitation truck
- Brush truck

VIII. WORK ENVIRONMENT

The individual works indoors in a well-lighted, air-conditioned office and outdoors in all types of weather conditions to oversee the activities and operations of the department. The job has some hazards and the physical demands are moderate to extreme. Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)		X		
Working near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or caustic chemicals			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		
Noise			X	

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.

X. PHYSICAL DEMANDS ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (w hole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%

I understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description:

Print Name

Signature

Date