

SANITATION SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Has complete charge of garbage and refuse collection and disposal; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a higher level position, the incumbent of this position is responsible for important administrative work involving the collection and disposal of garbage and refuse which may include a community's recycling and/or composting program. While work may be under the general direction of a higher level supervisor or government official, the incumbent is charged with the detailed planning and scheduling of all departmental operations. General supervision is exercised over all employees of the department and all functions of the department are carefully inspected.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the collection and disposal of garbage and refuse and, where applicable, a community's recycling and/or composting program; Assigns crews of workers to routes and may make checks of routes to ensure efficiency of operation and equitable work load; Inspects the dump and directs land fill operations and sanitary precautions;

Investigates complaints regarding the collection of refuse;

Checks all daily reports prepared by the Sanitation Foreman;

May prepare and have oversight responsibility for the department's budget;

May develop specifications for equipment, parts, supplies, etc., and submit for bid;

Keeps records and makes reports on work done;

May prepare or review departmental payrolls.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of garbage and refuse collection and disposal techniques and methods including recycling and composting; good knowledge of modern garbage collection equipment and devices; knowledge of the principles of organization and management; ability to efficiently plan large scale activities; demonstrated ability to plan and supervise the work of others; ability to secure the cooperation of others; ability to keep records and make reports; reliability; mental alertness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and four years of experience in sanitation, recycling, or other public works activities, two years of which were in a supervisory capacity; or (b) eight years of experience as specified above, including the two years in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages, Cities of Rye
& Peekskill, Special Districts
J.C.: Competitive
1

Job Class Code: 0490