



## ASSISTANT DIRECTOR – SANITATION

Job Code: 4043  
EEO Class Code: Professional  
Union Status: Unclassified  
FLSA Code: Exempt  
Salary Grade: o016

### NATURE OF WORK

This is specialized technical and supervisory work in the City's Sanitation Department. The employee in this classification is responsible for directing and supervising operations of the Sanitation Department in the absence of the Sanitation Director. Emphasis of the work is on assisting the Sanitation Director in scheduling and supervising technical, administrative and clerical staff to ensure the efficient and effective collection of solid waste throughout the City.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists in planning, organizing, directing, controlling, inspecting and evaluating the work of subordinates and/or contractors assigned to the collection of the City's garbage, trash and litter
- Assists in developing plans and procedures for responding to complaints; may personally respond to such calls
- Assures good relations with the public through delivery of service and prompt handling of special requests
- Conducts field inspections and reviews reports of activities to determine present effectiveness and efficiency of operations and to develop more effective and efficient procedures
- Confers with other governmental agency representatives and contractors on related matters
- Assists in the preparation of written reports on departmental operations
- Assists in administering the provisions of the City's work rules and the applicable collective bargaining agreements in matters requiring disciplinary action
- Assists in planning and recommending the purchase of new equipment
- Keeps informed of the latest developments in waste collection technology
- Investigates work-related accidents and submits injury reports; confers with the City's Safety officer
- Reviews work procedures and implements improvements as judged necessary or appropriate.
- Assures efficiency and safety of operations by reviewing work procedures and applying improvements as required
- Assists the Sanitation Director in implementing training and safety measures
- Reports to Director to advise on status
- Prepares and submits written reports as required
- Reviews employee personnel related documents
- Assists in budget preparation for the department
- May attend meetings with community action and business groups, special events committees, and disaster planning agencies as required
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the methods and procedures of garbage, trash, and litter collection and disposal and considerable knowledge of the Federal, State, and City laws and regulations pertaining thereto
- Considerable knowledge of labor, materials, equipment, operations techniques, budgetary preparation and control as related to waste collection and disposal
- Considerable knowledge of the hazards and proper safety precautions pertaining to waste collection and disposal operations
- Considerable knowledge of recent developments in the waste collection field and the ability to apply new developments to a City-wide collection system

- Considerable knowledge of City Work Rules and Collective Bargaining Agreements and the ability to identify and resolve grievances
- Considerable knowledge of sound methods of management, administration, and effective supervisory techniques as related to a City-wide waste collection operation
- Considerable knowledge of inventory control and City procurement and requisitioning procedures
- Ability to supervise subordinates in a manner conducive to full performance and high morale
- Ability to devise, install, interpret, and enforce City and Departmental rules, regulations, codes, policies, and procedures and to evaluate their effectiveness
- Ability to present information effectively, both verbally and in writing
- Ability to establish and maintain effective working relationships with City officials, officials of other agencies, contractors, subordinate employees, other employees, and the general public
- Ability to assist supervisory personnel and other subordinates in maintaining good relationships with the public, by exercising a high degree of tact and diplomacy
- Ability to train and direct such employees in a manner conducive to full performance and high morale
- Ability to evaluate administrative operations to determine if departmental goals and objectives are being met

## MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or related field
- Five (5) years full-time verifiable progressively responsible experience in municipal waste collection and disposal, including supervisory experience
- Additional related experience may substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General supervision is received from the Sanitation Director who holds the incumbent responsible for the efficient and effective operation of the division, and delegates authority to the incumbent for the wide latitude of the use of independent judgment
- Work is reviewed by evaluation of written reports and materials, and by verbal interaction through meetings

## SUPERVISION EXERCISED

- The incumbent plans, schedules, evaluates, and is held accountable for the work of a variety of administrative, supervisory, skilled, semi-skilled, and unskilled subordinate personnel