CITY OF ANACORTES 6/2/93

JOB DESCRIPTION

JOB TITLE: Foreman, Sanitation

DEPARTMENT: Public Works, Maintenance

REPORTS TO: Superintendent, Public Works, Maintenance Division

PRINCIPAL PURPOSE OF JOB: Responsible for supervising a crew of Sanitation Workers to accomplish functions necessary to collect and transport solid waste for the City and make the most effective and efficient use of skills, facilities, and equipment available. Participates in long-range planning and is responsible for the day to day supervision of assigned employees. Performs any of the work of assigned employees when not engaged in supervisory activities.

LEVEL OF AUTHORITY: Performs duties with only general direction and has broad latitude in determining methods and scheduling in order to meet requirements within budget.

WORK ENVIRONMENT: Work is performed outdoors in all kinds of weather and driving heavy equipment in all kinds of road conditions. Worker is continually exposed to the smell of solid waste, and is in contact with the waste. There are numerous risks associated with the heavy work; the operation of hydraulic equipment; and the exposure to bacteria, air-borne dusts, hypodermic needles, nails, glass, and hazardous waste products. Supervisory duties are performed in an indoor office setting. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Participate in long-range planning and establishing priorities. With Superintendent, develop, recommend, and implement approved operating procedures and practices.

2. Make work assignments and supervise the accomplishment of assigned activities in accordance with plans, schedules, budgets, and policies established with the Superintendent.

3. Provide day to day supervision of assigned employees. Recommend appropriate training and coaching, prepare evaluation reports, and recommend disciplinary action to the Superintendent.

4. Develop, recommend, and implement approved operating procedures and practices.

5. Schedule employees and equipment to complete the work according to specifications and established policies and procedures.

6. Routinely perform all the work activities of assigned employees in addition to supervisory duties. This includes the proficient operation of necessary equipment.

7. Keep Superintendent informed and seek direction on matters requiring deviation from established guidelines.

8. As necessary, coordinate work activities with other City departments or other agencies.

9. With Superintendent, prepare labor, material, time, and equipment estimates for collection of construction or demolition wastes, as required.

10. Make sure all work is performed in accordance with all federal, state, and local laws, rules, and regulations, and is performed within mandated and appropriate safety standards.

11. Maintain excellent public relations, by assuring that public inquiries are answered in a courteous manner, and that public complaints are resolved quickly and in a manner satisfactory to the customer. Where appropriate, refer public inquiries to the Superintendent.

12. Complete required paperwork, such as reports and budget projections.

13. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001. Observe confidentiality in accordance with WAC 246-100-016.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.

2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have a thorough knowledge of solid waste collection methods, procedures, practices, and equipment, as evidenced by a minimum of five years' experience with sanitation work, preferably some with a municipality. This includes a thorough knowledge of work hazards and safety procedures.

2. Must possess a valid Washington State driver's license.

3. Must possess or obtain a commercial driver's license (CDL) plus air brakes certification.

4. Must be able to obtain a first-aid/CPR card.

5. Must be able, when directed, to obtain flagger certification.

Physical Capabilities

1. Physical strength and ability to perform very heavy and continuous physical work throughout shift and every day. Heavy labor is defined, for example, as pushing and maneuvering containers that may weigh two tons when full, and lifting overhead residential containers weighing up to 75 pounds when full.

2. Physical agility and stamina to jump up and down from truck every few minutes for duration of shift, ride on back of truck in between stops, and bend, stoop, and lift to pick up trash at each stop.

3. Ability to monitor radio messages while doing other work throughout day.

Other Capabilities

1. Excellent communications skills to direct employees, coordinate with other sections and departments, and keep upper management informed.

2. Excellent public relations skills.

3. Ability to use a high level of ingenuity and problem-solving skills.

4. Ability to stay calm and work logically in emergencies and stressful situations.

5. Leadership ability and respect for assigned employees.

Use of Tools and Equipment
Ability to use all equipment to perform job at a high level of proficiency.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak **work** periods, or otherwise to balance the work load.

3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for **by** the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes_____ No_____

If testing is required, will accommodation be necessary?

Yes_____ No_____

Signature_____ Date_____