

JOB DESCRIPTION

JOB TITLE: Leadworker, Sanitation

DEPARTMENT: Public Works

REPORTS TO: Sanitation Foreman

PRINCIPAL PURPOSE OF JOB: In the absence of the Sanitation Foreman, be responsible for supervising a crew of Sanitation workers to accomplish functions necessary to collect and transport solid waste for the City of Anacortes, and make the most effective and efficient use of skills, facilities, and equipment available. Perform work of a sanitation worker as needed, perhaps on a daily basis.

LEVEL OF AUTHORITY: Performs routine and non-routine tasks as assigned with only general direction, with closer direction for new or particularly troublesome aspects of work. Assumes responsibility of the Foreman in his absence.

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 air-borne dusts, hypodermic needles, nails, glass and hazardous waste products. Supervisory duties are performed in an indoor office setting.

ESSENTIAL JOB FUNCTIONS

1. Proficiently and routinely perform all the essential job functions of a sanitation worker. (See job description, 10/21/98).
2. Assist the Foreman to develop, recommend and implement approved operating procedures and practices.
3. In the absence of the Foreman, make work assignments and supervise the accomplishment of the assigned activities in accordance with plans, schedules, and policies. Maintain day to day records, reports, time sheets and leave requests as required.
4. Keep Foreman informed and seek direction on matters requiring deviation from established guidelines.
5. Maintain excellent public relations, by assuring public inquiries are answered in a courteous manner and public complaints are resolved quickly and in a manner satisfactory to the customer. Where appropriate, refer public inquiries to the Foreman or the Superintendent.

QUALIFICATIONS

Technical

1. Must have a thorough knowledge of solid waste collection methods, procedures, practices and equipment. This includes a thorough knowledge of work hazards and safety procedures.
2. Must possess a valid Washington State driver's license.
3. Must possess 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 residential containers weighing up to 55 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 the day.

Other Capabilities

1. Excellent communications skills to direct employees and keep upper management informed.
2. Excellent public relations skills.
3. Must be able to effectively communicate orally, in writing, through the use of computer "E" mail, and other computer-based communication and scheduling systems.
4. Leadership ability and respect for assigned employees.
5. Ability to use all the equipment to perform job at a high level of proficiency.
6. Ability to stay calm and work logically in emergencies and stressful situations.

7. Basic computer skills, sufficient to operate city computer information and scheduling programs for route management, reports, time sheets, and input daily information to maintain required records.

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

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

Yes **No**

If testing is required, will you need accommodation?

Yes **No**

Signature

Date