

CITY OF GLENDALE

TITLE:	Senior Sanitation Inspector	CLASS CODE:	832
REPORTS TO:	Recycling Coordinator	GRADE:	22
DEPARTMENT:	Field Operations	FLSA:	N
JOB SPECIFICATION DATE: February 29, 2008rht			

JOB SUMMARY

Supervises and evaluates the work of the sanitation inspectors and their public contact work; performs a variety of technical and field inspection work to monitor compliance with sanitation and recycling rules and regulations.

ESSENTIAL FUNCTIONS

1. Receives and investigates complaints regarding sanitation service, recycling service or unsanitary conditions in residences, streets, alleys, parkways, businesses or adjacent areas.
2. Explains services provided, rules and regulations regarding sanitation service, recycling service, proper use, care and placement of containers, and resolves related complaints.
3. Inspects sanitation routes and recycling routes for violation of sanitation and recycling rules and regulations.
4. Monitors, documents and enforces refuse and recycling collection.
5. Plans, supervises and evaluates the work of the sanitation inspectors.
6. Provides information on collection schedules, container placement and related items to developers of new subdivisions and new residents, current residents, contractors, architects and others.
7. Assists in conducting public education and outreach programs.
8. Meets with crews to discuss problems and complaints and follows up with residents.
9. Maintains inspection records, prepares route maps, prepares activity reports and delivers supplies to crews.
10. Delivers notices to sanitation and recycling customers and assists substitute drivers with route information.
11. Assists in planning and developing refuse and recycling collection schedules and routes in new areas.
12. Trains and directs sanitation inspectors in their areas of responsibility.
13. Operates a two-way radio to receive and dispatch information.
14. Reads blueprints, site plans and maps for routing purposes.
15. Updates changes, maps, address corrections and related information.
16. Maintains master list of 90 gallon container locations.
17. Delivers 90 gallon containers to residents and to residents purchasing additional containers; makes minor repair to containers.

SECONDARY FUNCTIONS

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of solid waste management
Sanitation and recycling rules and regulations
Geography of the city
Preparing reports, and business letter writing

Effective supervisory practices
Safe work practices

Skills:

Computers
Two-way radios
Problem-solving

Ability to:

Learn the city organization and services provided
Operate computers for data entry
Communicate effectively verbally and in writing
Maintain records and prepare activity reports
Interpret and explain policies, rules and regulations
Train and direct sanitation inspectors in their areas of responsibility
Establish and maintain effective working relationships with work crews, sanitation customers, recycling customers, city staff and the general public
Fill out accident reports
Read blueprints, site plans, maps

WORKING CONDITIONS

May require some heavy lifting, climbing, working at heights, and exposure to hazardous materials and adverse climatic conditions. Hazards may be controlled through the exercise of safety precautions. May include rotating shifts, standby duty, and being subject to call back.

MINIMUM QUALIFICATIONS

Associates Degree in Business, Public Administration or related field and three years experience in public contact work, preferably in municipal services. Previous work experience investigating and resolving complaints is desirable.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license.

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.