

CITY OF GLENDALE

TITLE:	Sanitation Superintendent	CLASS CODE:	927
REPORTS TO:	Field Operations Director	GRADE:	32
DEPARTMENT:	Field Operations	FLSA:	E

JOB SPECIFICATION DATE: May 20, 1995

JOB SUMMARY:

Plans, organizes and manages the activities and staff in the sanitation division of Field Operations which includes residential and commercial collection, loose trash, recycling, transfer station and landfill.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and manages the activities and staff of the sanitation division, including residential and commercial collection, landfill, recycling and administration.
2. Develops and manages, with participation of supervisors, the operational and capital budgets in accordance with program goals and objectives.
3. Reviews technical reports and materials, studies, reports, presentations and specifications and bids for equipment and supplies.
4. Responds to residential and business complaints regarding solid waste issues, which have not been resolved by the inspection or supervisory staff.
5. Works with citizen groups, in support of council goals.
6. Reviews site plans for container placement and the impact of added locations on existing routes.
7. Supports the Field Operations Director in presenting programs to Council and management.
8. Works with Superintendents to coordinate activities which impact mutual interests.
9. Works with contractors to insure services or products are delivered according to specifications and within time constraints.
10. Participates in the preparation and updating of the five-year sanitation plan and related planning and development efforts.

SECONDARY FUNCTIONS:

11. Represents the City as a member of solid waste organizations at the State and local level.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles, practices, methods and equipment of solid waste management.
Federal, State and local regulations related to solid waste management.
Principles and practices of public administration.

Ability to:

Gather and review materials, analyze findings and prepare and present written and oral reports and recommendations.
Establish and maintain effective working relationships with city staff, government and business officials, contractors and the general public.
Read and interpret plans and specifications.
Communicate effectively verbally and in writing.
Effectively supervise, train and develop staff.

WORKING CONDITIONS:

Office setting with field inspections.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in business or public administration or a related field and eight years experience in solid waste collection and disposal including three years experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.