

PSA ASSISTANT SANITATION SUPERVISOR

Pulaski County Public Service Authority

Department: Public Service Authority

Reports to: Sanitation Supervisor

Supervision Exercised: Supervision is exercised over skilled, semi-skilled and unskilled employees, including: Sanitation Workers Convenience Center Employees and Inmate Laborers.

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

Work Hours: 7:00 a.m. – 3:30 p.m., hours will vary including weekends, nights and holidays

ESSENTIAL FUNCTIONS: Performs responsible technical and administrative work assisting with the supervision of the County's refuse collections program; does related work as required.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia. Class B CDL required.

RESPONSIBILITIES:

- Coordinates rear load truck staffing and routes
- Serves as a Sanitation Driver
- Assists with complaints regarding refuse collection service
- Maintains periodic records of refuse collections activities and mileage
- Assists with payroll records
- Prepares periodic reports
- Operates heavy equipment

KNOWLEDGE, SKILLS, AND ABILITIES:

- The position requires the ability to climb into and out of truck cab using steps and hand holds
- General knowledge of methods, procedures and equipment used in refuse collections activities

- General knowledge of record keeping requirements
- General knowledge of heavy equipment operations
- Ability to plan and schedule equipment and personnel to attain operational objectives
- Ability to supervise the work of others
- Ability to establish and maintain effective working relationships with co-workers, subordinates, and the general public

ADA REQUIREMENTS: Ability to lift and carry up to 60 pounds, ability to walk up to one mile per day, ability to operate foot and hand controls of a truck repeatedly , ability to sit and operate office equipment for long periods of up to four hours at a time.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to graduation from high school
- Some experience in labor supervision work preferably in the area of refuse collections

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____