

## Middletown, CT Job Description

<b>Classification Title</b>	Assistant Superintendent of Sanitation
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to manage, coordinate and supervise the collection and recycling of solid waste for the City. The work is performed under the direction of the Superintendent of Streets & Sanitation.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Manages and coordinates the collection and recycling of solid waste. Plans and surveys routes. Prepares reports and recommends revisions of rules and regulations for solid waste and recycling collections.
- Supervises sanitation staff, which includes providing training and instruction, planning, coordinating, assigning and reviewing work, allocating personnel, maintaining standards and evaluating performance.
- Ensures compliance with state and federal environmental laws, and prevents the improper disposal of dangerous or hazardous materials.
- Performs recycling pick-ups, tags unauthorized items left for disposal, instructs the public on disposal rules and regulations.
- Coordinates special pickups for commercial accounts, hospitals, apartment complexes, restaurants and condominiums.
- Coordinates equipment repair and maintenance, maintains daily reports on equipment and truck conditions, recommends the purchase of supplies and equipment.
- Opens physical plant daily.
- Assists in planning the annual budget, assists in planning and recommending Capital and Non-Recurring Expenditures.
- Assists in administering and coordinating snow and ice removal and control.

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- Maintains logs and records; ~~maintains records~~ of route maps, dumpsters and locations, sizes and descriptions.
- Responds to and resolves complaints from police and fire departments and from the public.
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

Associate's degree or equivalent with seven years of progressively responsible collection, recycling and supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

#### **Other**

- Position requires Class B Commercial Driver's License and State Recycling and Solid Waste Transfer Station Operator certification.

### **PREFERRED QUALIFICATIONS**

None.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

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- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as regulations, reports, invoices, logs, laws, regulations, policies, contracts, manuals, blueprints, correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all department personnel, other City departments, vendors, and the public.~~
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Mmeet schedules and deadlines of the work unit

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- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

## PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, trucks, hand and power tools, and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as operating equipment.~~
- ~~Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

## WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- ~~• Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, strong odors, toxic agents, chemicals, smoke dusts, animals/wildlife or machinery. This exposure may cause some discomfort and presents a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	02/25/15
<b>Dates revised</b>	