



Sanitation Crew Leader
Public Works - Sanitation

PW - SAN/1

JOB SUMMARY

This position is responsible for supervising and participating in the work of a crew of personnel engaged in refuse collection activities.

MAJOR DUTIES

- Trains, assigns, directs, and supervises the work of assigned personnel.
- Inspects the work of assigned personnel to ensure completeness and compliance with established guidelines and safety regulations.
- Responds to public questions or comments pertaining to work projects or personnel.
- Ensures assigned equipment and vehicles are cleaned and properly maintained.
- Prepares and maintains related reports and work order logs.
- Enforces safety policies and procedures.
- Operates a refuse collection truck along an assigned route.
- Supervises and participates in the collection of brush and refuse from the road side.
- Transports refuse to landfill.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including safety rules and regulations.
- Knowledge of city geography, including street names and locations.
- Knowledge of equipment and tool operation and maintenance practices.
- Knowledge of traffic laws and rules involved in vehicle and equipment operation and basic traffic control/barricade procedures.
- Skill in performing preventive maintenance on equipment.
- Skill in supervising the work of other employees.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures, safety regulations, and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and refuse collection duties. Inclement weather and heavy traffic contributes to the complexity of the position.

- The purpose of this position is to supervise and participate in the collection of refuse along an assigned route. Successful performance helps ensure the efficient and effective provision of public works services to the citizens of Port Wentworth.

CONTACTS

- Contacts are typically with department personnel, other city employees, and the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a vehicle and outdoors. The employee may be exposed to noise, dust, dirt, grease, inclement weather and machinery with moving parts. The work may require the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.