

South Jordan City

Job Description

Title: Sanitation Lead Worker
Org: 620590
Pay Grade: 14

Effective Date: 7/1/2019
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Under general supervision, the sanitation lead plans, assigns, supervises, reviews and participates in job duties requiring various heavy equipment and specialized refuse collection trucks for use in loading, transporting and dumping of refuse.

SUPERVISOR

Storm Water & Sanitation Manager

POSITION(S) SUPERVISED

Sanitation Maintenance Worker

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Receive assignments from the Storm Water & Sanitation Manager, organize crews for various assignments and delegate work assignments to perform timely completion of assigned projects.

Train, mentor, supervise, and assist sanitation maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Make field decisions needed to remedy problems and emergencies.

Oversee garbage and recycle can planning, distribution and ordering.

Respond to resident complaints regarding garbage service. Coordinate with City garbage/recycle hauling contractor to resolve issues.

Operate various 1-ton and heavy-duty trucks with responsibility for daily maintenance including checking fluid levels, hydraulic hoses, tire wear and pressure, and safety devices. Complete required daily preventative maintenance and other logs. Clean trucks on assigned schedule, or as needed to maintain effective operation. Refer equipment to Fleet Management for needed repairs.

Collect garbage, glass, recyclable materials and any other materials collected as part of City sanitation and recycling programs. Ensure compliance with all federal, state and local laws and policies regulating safety and load limits. Dump collected refuse in accordance with established policy and procedures.

Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Operate, clean and maintain tools, vehicles and equipment to assure proper working order.

Respond to citizens' special needs and complaints. Report damaged or missing containers to appropriate personnel. May be required to manually empty solid waste containers. Provide minor repairs to solid waste and recycling containers.

Maintain computer based work orders on a daily basis to provide accurate data for monthly reports.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of experience in a field directly related to the above duties.

2. Special Qualifications:

Valid Utah Class A Commercial Driver License with Tanker Endorsement

Supervisory experience preferred

Maintain all Sanitation Maintenance Level I, II, and III certifications or obtain certifications within one (1) year

Certifications:

Maintain all Level III Certifications

Backhoe II

LTAP Welding Training

Traffic Control Supervisor Certification

Excel & Outlook Training & Test

3. Knowledge, Skills, and Abilities:

Basic knowledge of the operation and preventative maintenance of refuse collection trucks or other heavy equipment. Ability to learn and operate the automated refuse collection truck with side-loading mechanical arm in a safe and efficient manner.

Ability to operate a personal computer and Microsoft products.

Ability to operate heavy equipment of various kinds under varying condition, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Skilled Craft Worker
Location:	Sanitation	EEOP Class:	Craft Worker
Group/BU:	General Pay Plan	Tech-Net Match:	