

## **SANITATION SUPERVISOR**

(Dept. of Public Works – Operations Division – Environmental Services – Sanitation Section)

**THE PURPOSE** of the position is to supervise crews for refuse collection, recycling collection, street cleaning, snow plowing, ice control, and other related functions.

**ESSENTIAL FUNCTIONS** include:

- ◆ Supervise, instruct and coordinate refuse and recycling drivers, workers and other staff to assure that collection schedules are maintained.
- ◆ Respond to service inquiries from citizens and public officials.
- ◆ Advise residents on provisions of City ordinances that govern Environmental Services operations.
- ◆ Make collection arrangements with commercial establishments.
- ◆ Supervise activities of personnel together with various pieces of equipment assigned in street cleaning, ice control, and snow removal, and any other miscellaneous activities as required.
- ◆ Maintain various electronic data bases for collection, code enforcement and other sanitation related services.
- ◆ Prepare reports, forms and correspondence as needed.
- ◆ Perform other related duties as assigned.

**MINIMUM REQUIREMENTS:**

1. A minimum of **two (2)** years of field experience in municipal public works activities similar to the above essential functions **or** in private solid waste activities.
2. Valid State of Wisconsin Driver's license at time of appointment and throughout employment.
3. Bachelor's degree from an accredited college or university is desirable.
4. Supervisory/leadership experience is desirable.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- ◆ Knowledge of municipal public works operations in refuse collection, recycling systems, street cleaning, snow plowing and ice control.
- ◆ Knowledge of and the ability to apply effective supervisory principles.
- ◆ Ability to prepare accurate and effective written and oral communications.
- ◆ Ability to use good judgment and make sound decisions.
- ◆ Ability to communicate with a variety of individuals, including the public, subordinates, other managers, and public officials in a professional manner.
- ◆ Ability to establish and maintain effective working relationships in dealing with diverse groups of people.
- ◆ Working knowledge of computer applications.
- ◆ Ability to work long and irregular hours during emergencies.

**THE CURRENT SALARY RANGE (04) is:** \$41,604 to \$58,245 annually..

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