

SANITATION SUPERVISOR

Department of Public Works – Operations – Sanitation Section

Recruitment #1501-4370-001

List Type Original

Requesting Department DPW-OPS-SANITATION

Open Date 3/19/2015 9:30:00 AM

Filing Deadline 4/10/2015 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

The eligible list resulting from this examination may be used to fill other similar positions.

PURPOSE

Under the direction of a Sanitation District Manager, the Sanitation Supervisor supervises crews performing refuse and recycling collection, street cleaning, snow plowing, ice control, and other related sanitation service activities.

ESSENTIAL FUNCTIONS

- Supervise, motivate, instruct, and coordinate refuse and recycling crews and other staff, including transitional jobs program participants and youth workers, to assure that collection schedules are maintained.
- Coordinate equipment and supervise personnel assigned to street cleaning, ice control, snow removal, and other sanitation activities, including special events such as festivals, fireworks, parades, sporting events, and neighborhood cleanups.
- Respond in person, by phone, and in writing to service inquiries and complaints from citizens and public officials.
- Educate residents on provisions of City ordinances and policies that govern solid waste and recycling operations.
- Determine appropriate collection service for multi-unit buildings.
- Monitor and ensure proper use of City equipment related to refuse collection, street sweeping, and snow and ice operations.
- Monitor environmental condition of assigned area, noticing and addressing conditions such as illegal dumping, broken or overflowing containers, waste placed outside of containers, spills and debris in the street and around properties, and abandoned shopping carts.
- Update and maintain various electronic databases for collection, code enforcement, and other sanitation related services. Monitor various web and computer applications, such as Automatic Vehicle Location (AVL) and DPW work orders.
- Perform various office functions using Microsoft Office, including compiling daily reports and preparing other ad hoc and periodic reports and writing letters, memos, and emails to managers, DPW leadership, elected officials, and citizens.
- Represent the Sanitation Division at aldermanic meetings, neighborhood meetings, and block walks.

CONDITIONS OF EMPLOYMENT

- The Sanitation Supervisor must be willing and able to work variable and extended hours to meet the City's needs – especially during weather-related events and other emergencies.
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Sanitation Supervisor (DPW-Operations, Sanitation Section)

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Two years of experience in operations, production, construction, or a related field performing duties similar to the essential functions, above.
2. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

1. Supervisory experience.
2. Experience providing training to subordinates.
3. Experience in municipal public works or private solid waste and recycling.
4. Bachelor's degree in public administration, management, environmental studies, occupational health and safety, transportation and logistics, or a related field from an accredited college or university.

- ***IMPORTANT NOTE:*** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of supervisory principles and the ability to effectively supervise staff members.
- Knowledge of municipal public works operations.
- Knowledge of OSHA regulations and workplace safety.
- Ability to read and interpret job-related documents, including maps.
- Ability to make accurate calculations.
- Oral communication and training skills.
- Written communication skills, including the ability to produce memos, letters, and email messages.
- Reporting skills.
- Ability to work effectively with multi-level, multi-cultural staff, city officials, and the public.
- Ability to provide excellent customer service to the public, including resolving escalated complaints.
- Proficient in using computer applications such as word processing, spreadsheet, database, and the Internet.
- Planning, organizational, and time management skills.
- Skill in coordinating people and resources.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Conflict resolution skills and the ability to remain calm in stressful situations.
- Investigative skills.
- Ability to build effective work teams to accomplish daily tasks.
- Ability to frequently lift and move up to 10 pounds and occasionally lift and move up to 50 pounds.

Sanitation Supervisor (DPW-Operations, Sanitation Section)

CURRENT SALARY

The current starting salary (PG 1AX) for City of Milwaukee residents is \$56,746 annually, and the non-resident starting salary is \$55,354. Sanitation Supervisors regularly involved in snow and ice control operations that result in overtime work receive 4.8% additional biweekly salary as compensation.

SELECTION PROCESS

The Selection Process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

ADDITIONAL INFORMATION

INITIAL FILING DATE: The examination will be held as soon as practical after **April 10, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.