

SUPERVISOR (SANITATION)

General Statement of Duties and Responsibilities

Under general supervision, supervises street cleaning, waste collection, and snow removal operations; directs the operation of a garage, landfill, or marine transfer station; or scale room and tipping floor at incinerators; or assists in the direction of the operation of a sanitation district; or, on a night shift, directs the operations of a Sanitation district; performs related work.

Examples of Typical Tasks

Supervises subordinates engaged in machine and manual cleaning of streets, waste collection, waste disposal, recycling, and snow removal operations.

Directs field operations involving street cleaning, waste collection, and snow removal.

Develops and revises cleaning and collection routes and recycling functions.

Inspects and patrols assigned cleaning, collection and snow routes.

Operates motor vehicles.

Plans, schedules and assigns work to subordinates.

Enforces New York City Health and Administrative Codes, New York State Public Health Laws and New York State Vehicle and Traffic Laws.

SUPERVISOR (SANITATION) (continued)

Examples of Typical Tasks (continued)

Trains subordinates.

Transmits and implements orders from superior officers.

Makes recommendations to superior officers on matters pertaining to the functioning of assigned command.

Analyzes subordinate's work rate, identifies problems, and makes specific recommendations.

Maintains work performance and time records, prepares payroll, and maintains an inventory of tools and equipment.

Interviews and counsels subordinates with regard to attendance abuse and takes appropriate action.

Enters and analyzes data via computer terminal using the Sanitation Control Analysis Network (SCAN).

Prepares, completes and/or reviews records, logs and reports.

Investigates complaints and takes corrective action.

Investigates accidents and enforces safety regulations.

Hears and resolves grievances presented by subordinates.

SUPERVISOR (SANITATION) (continued)

Examples of Typical Tasks (continued)

Directs the operations of a Department Garage, including housing, maintenance, dispatching, and functioning of motor equipment.

Accepts fuel and oversees the disbursement of fuel.

Directs the operation and maintenance of marine transfer stations and marine unloading stations.

Dispatches and controls tugs and barges.

Supervises landfill operations to insure conformity with prescribed plans.

Supervises activities on tipping floors and at weighing stations of incinerators.

Substitutes for General Superintendent (Sanitation), in the absence of that person, in supervising a District or similar function.

Qualification Requirements

Three years of permanent service in the title of Sanitation Worker.

SUPERVISOR (SANITATION) (continued)

Additional Requirements

A Motor Vehicle Driver License valid in the State of New York.

Within one year of appointment, employees must obtain:

- 1) a Certificate of Fitness to handle motor fuel issued by the New York City Fire Department; and
- 2) a four year high school diploma or its educational equivalent.

The Motor Vehicle Driver License and the Certificate of Fitness to handle motor fuel must be maintained for the duration of employment.

Direct Lines of Promotion

From: Sanitation Worker (70112)

To: General Superintendent
(Sanitation) (70196)