



## CITY OF LEMON GROVE

Class Title: Sanitation Supervisor  
Department:: Public Works Department

### **GENERAL PURPOSE**

Responsible for providing the Public Works Director and Public Works Superintendent with skilled support in the planning, organization, administration, and operation of storm drains and sewers.

### **SUPERVISION RECEIVED AND EXERCISED**

This position will report to the Public Works Superintendent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ability to solve emerging operation problems or dynamic concerns that arise typically and atypically in sewers, storm drains and sanitation construction contracting;
- Establish Public Works Operations goals and objectives in concert with Department and City goals;
- Operate and manage the day-to-day activities and long range planning for sanitation maintenance operations utilizing City equipment and workers;
- Coordinate and prioritize work activities and collaborate effectively with others;
- Assist others with investigation and operational reporting of claims related to engineering and public works;
- Assist with the administration and day-to-day tracking of the City's sewer maintenance and emergency response contract(s);
- Collaborate and effectively communicate with others to achieve City and Department goals;
- Perform research of a technical nature for recommendations to solve maintenance or operational problems;
- Assist in the development and administration of the annual Public Works budget;
- Develop standards based upon research and the experience of similar work forces;
- Review televised imagery of sewer main lines and lateral connections for recommendation of maintenance and construction;
- Supervise, train, and evaluate subordinate personnel;
- Assist with the development of teaching manuals for the City's safety and equipment operation programs along with training City employees on proper safety practices for a safe working environment;
- Respond to City emergencies 24 hours a day as required;
- Provide good internal and external customer service to ensure effective communication in relationship to job duties;

### **Education and Experience**

Any combination of training education and experience which demonstrates possession of the knowledge and abilities stated above and ability to perform the duties of the position.

At least three years of full time professional experience in sanitation work or equivalent with increasing responsible operation and planning and two years of supervisory experience of line workers;

### **Licenses or Certification**

Possession of a valid Class C California driver's license.

**Ability to:**

Write plans and specifications for equipment purchasing, construction projects, and contract services; plan, organize, supervise and maximize available resources to meet program goals; understand and carry out oral and written instructions; plan and prepare effective written reports and oral presentations; maintain excellent record keeping and accurate files and documents for reference, research, and analysis; manage, administer and provide leadership necessary to assist in organizing department resources to accomplish annual goals and objectives; resolve conflicts and effectively administer a progressive discipline process.

**TOOLS AND EQUIPMENT USED**

Heavy construction, and sewer maintenance and monitoring equipment.

**PHYSICAL DEMANDS**

Requires lifting, pushing and/or pulling of objects that are 50 pounds and depending on the work can exceed 50 pounds. Requires the mobility to stand, stoop, climb, reach, and bend; requires mobility of arms and dexterity of hands to perform competently on a personal computer and operating vehicles and heavy equipment. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in outside weather conditions; exposed to wet and/or humid conditions;
- Works near moving mechanical parts/vibrations; works around vehicle traffic;
- Exposed to fumes or airborne particles, toxic or caustic chemicals;
- Noise level in the work environment is loud;
- May be required to use personal vehicle;
- Incumbent required to attend evening meetings and/or to travel within and out of City boundaries to attend meetings and respond to emergencies 24 hours a day;
- Incumbent may be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breather apparatus in case of an emergency circumstance.

**GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by City Council:     May 3, 2005