



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Leader - Sanitation	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Refuse Superintendent	GRADE/RANK: Grade 11
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs routine administrative work, oversees operation of refuse and recycling division.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responsible for daily operation of refuse and recycling including assigning routes and crews, and ensuring that all operational standards are maintained;
- Supervises refuse and recycling workers including daily monitoring of employees, discipline for offenses and conducting performance evaluation;
- Discusses job requirements and needs with superintendent to ensure supplies, equipment and resources are available and in good working order;
- Oversees and adjusts work assignments to ensure all services are available for citizens and businesses;
- Trains and/or organizes training to ensure all staff is properly trained on personnel and departmental policies, safety standards, OSHA standards and other required training as need for safe operations;
- Ensures compliance with environmental laws and regulations as they pertain to solid waste

collection;

- Reports all workers compensation, accidents and other incidents promptly and accurately according to city standards;
- Reports and documents all safety and equipment concerns and problems to appropriate staff with recommendations on action need to correct;
- Requisitions equipment and materials;
- Assists superintendent in development of budget for department;
- Processes purchase orders, time/labor and equipment records by computer and/or paper according to standards in an accurate and timely manner;
- Coordinates and works with landfill personnel, recycling facilities to receive materials.
- Responds to citizen complaints;
- Picks up dead animals;
- Assists in interviewing, selection, and training of new employees;
- Interprets departmental and City policies and procedures for employees and the public;
- Maintains up-to-date records of citizen complaints and concerns and remediation efforts pertaining to refuse and recycling issues;
- Works with other department on projects such as heavy trash pickup, snow removal and other assigned tasks as needed;
- Performs duties and assignments as equipment operator, loader or other as needed and;
- Performs other related duties as assigned by superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of refuse and recycling collection;
- Knowledge of equipment used in refuse and recycling collection;
- Knowledge of occupational hazards and safety precautions of the work;
- Ability to prepare records and reports;
- Knowledge of effective supervision principles;
- Knowledge of basic computer skills and;
- Ability to maintain effective communications with co-workers, subordinates, and general public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school; extensive experience in solid waste collection and removal; supervisory experience.

SPECIAL REQUIREMENTS:

Possession of a valid commercial driver's license (CDL) with B endorsement issued by the Commonwealth of Virginia with and a good driving record. May be required to work Saturdays,

week-ends and holidays depending on City activities and events. Position may be required to work in all weather conditions including extreme heat, cold, snow, ice and rain.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 40 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 70 lbs of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (operating clutch, levers, and knobs). Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for driving, operation of machines, observing surroundings and activities and ensuring safe traffic conditions. The Work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position supervises crews for refuse and recycling of approximately 13 full-time and 4 part-time employees.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for determining the necessary resources to accomplish work task objectives; responsible for identifying maintenance and repair requirements of equipment; developing schedules and priorities to execute work.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Leader - Sanitation will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019