



The City Beautiful

City of Coral Gables Job Description

Job Title: Sanitation Division Coordinator
Department: Public Works/Public Service Division
Classification: 2107
Pay grade: 21C
FLSA: Non-Exempt

Prepared Date: 08/2014

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Summary

Coordinates the solid waste collection activities process ensuring that the corresponding administrative functions are properly performed. Responsibilities include the investigation and inspection of rules and regulations pertaining to the storage, collection and disposal of solid waste; including compliance pertaining to illegal placement of garbage cans, recycling bins, trash and debris in alley/right of ways. Manages complaints and inquiries, supervises waste division crews, assists with budget preparation, and acts on behalf of the Division Superintendent in the absence thereof. Uses independent judgment under the general direction of the Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assesses special solid waste fees to residents, sends documentation of charges to finance department and advises residents in writing of such charges.

Records and verifies Dade County dump fees assessed to the City to prevent unnecessary monetary losses.

Responds to inquiries regarding fees, routes, special pick-ups, etc. and provides resolutions to problems when possible.

Receives and records complaints of violation of the garbage, recycling and trash codes; calls on complainants and alleged violators to resolve existing discrepancies and problems.

Conducts preliminary screening of public complaints or requests.

Assists Superintendent with oversight of franchised waste service contracts; to insure compliance with Franchise requirements.

Meets with complainant(s), individuals, or civic groups.

Reviews division routes for efficiency and recommends new systems as necessary.

Participates in hurricane preparedness and disaster recovery teams.

Receives reports of containers needing replacement and repairs and makes necessary arrangements.

Maintains files/records and prepares correspondence and reports including the Solid Waste Collection Division's Daily Time & Weight Reports, Monthly Production Reports, and Special Solid Waste Fee charge reports.

Schedules and distributes work for all waste division crews. Supervises work of collection crews.

Issues citations for violations of City codes related to Public Service Division activities.

Assists cross/inter-divisionally to ensure that overall departmental goals are met.

Conforms with and abides by all regulations, policies, work procedures and instructions; conforms to all safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of ordinances, rules and regulations governing collection and disposition of all types of trash and rubbish, vacant property, and waste collection. Some knowledge of recent developments, current literature and sources of information on waste collection and disposal. Ability to understand and interpret the City's franchise agreement(s). Ability to use independent judgment. Ability to enforce regulations firmly, tactfully and impartially. Ability to establish and maintain effective working relationships with residents, business owners, haulers, City officials, subordinates and other employees, and the general public. Ability to supervise the work of others in a manner conducive to full performance and high morale; and communicate clearly and concisely verbally and in writing. Ability to plan, schedule and delegate work.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 50lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Minimum five years experience in waste collection and disposal operations including supervisory responsibility.

Must have a Class B commercial driver's license. CDL requirement may be waived for up to 120 days but must be obtained by the end of the 120 days for continued employment; as long as employee has a valid Florida Driver's License.