

# SANITATION SUPERVISOR

## Recruitment #1705-4370-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-OPS-SANITATION
<b>Open Date</b>	5/11/2017
<b>Filing Deadline</b>	6/1/2017 11:59:00 PM
<b>HR Analyst</b>	Emily Keeley

## INTRODUCTION

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## PURPOSE

Under supervision of the Sanitation District Manager, the Sanitation Supervisor supervises crews for refuse and recycling collection, street sweeping, leaf collection, snow plowing, ice control and various other sanitation duties.

## ESSENTIAL FUNCTIONS

- Supervise and coordinate refuse and recycling crews and other staff to ensure that collection schedules are consistently maintained.
- Respond as scheduled or needed to supervise and coordinate field winter snow and ice control operations activities.
- Coordinate equipment and personnel assigned to street cleaning, leaf collection and other sanitation activities, including special events such as festivals, fireworks, parades, sporting events, and neighborhood cleanups.
- Represent the department by responding 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.
- Monitor and ensure proper and efficient 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, spills and debris in the street and around properties.
- Update and maintain various electronic databases for collection, code enforcement, and other sanitation related services.
- Monitor and utilize various web and computer applications, such as Automatic Vehicle Location (AVL) and Department of Public Works (DPW) work orders.

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- Perform various administrative 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.

*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.*

### **CONDITIONS OF EMPLOYMENT**

- Consistent with Wis. Stat. Sec. 66.0502 (4)(b) and Rule VIII, Section 9 of the Rules of the Board of City Service Commissioners, this position has been designated as “emergency personnel,” and the successful candidate will have six months from date of appointment to establish residence within 15 miles of the jurisdictional boundaries of the City of Milwaukee.
- Must work variable and extended hours to meet the City’s needs during weather-related events and other emergencies.
- Must adhere to winter on-call schedule.

### **MINIMUM REQUIREMENTS**

1. Two years of experience in operations, production, construction or a related field.
2. Valid driver’s license at time of appointment and throughout employment in order to operate city vehicles while conducting business.

### **DESIRABLE QUALIFICATIONS**

- Supervisory experience in operations, production, construction or a related field.
- Experience in municipal public works or private solid waste and recycling.
- Bachelor’s degree in public administration, management, environmental studies, occupational health and safety or a related field from an accredited college or university.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of supervisory principles and the ability to effectively supervise staff members.
- Ability to provide excellent customer service to the public, including resolving escalated complaints in a professional and tactful manner.
- Analytical, problem-solving and investigative skills to monitor staff and assigned areas.
- Ability to plan, organize and manage time effectively.

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- Ability to obtain knowledge of municipal public works operations and city ordinances
- Knowledge of OSHA regulations and workplace safety.
- Ability to read and interpret job-related documents, including maps.
- Verbal communication skills required to communicate information to staff, city officials and the public.
- Written communication skills, including the ability to produce memos, letters, and email messages.
- Ability to work effectively with multi-level, multi-cultural staff, city officials, and the public.
- Ability to utilize computer applications such as word processing, spreadsheet, database, the Internet and email communications.
- Skill in coordinating people and resources to achieve desired outcomes.
- Ability to use sound judgment to quickly make decisions.
- Conflict resolution skills and the ability to remain calm in stressful situations.
- Ability to build effective work teams to accomplish daily tasks.
- Ability to consistently demonstrate professional conduct.

### **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 are eligible to receive an additional 4.8% 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.

INITIAL FILING DATE - The examination will be held as soon as practical after June 1, 2017. 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.