



## JOB DESCRIPTION

**Title:** Sanitation Working Foreman  
**Department:** Sanitation  
**Reports to:** Sanitation Superintendent  
**Pay Grade:** 61  
**Date Adopted:**  
**Previous Revision Date:** N/A  
**Last Revision Date:**

**Type:** ☒ Full Time  
☐ Part Time  
**FLSA:** ☐ Exempt ☐ Salary  
☒ Non Exempt ☒ Hourly  
**Union:** ☐ Yes  
☒ No

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### Job Summary:

Supervise and train field staff in the Sanitation Department. Coordinate and oversee the work of field staff and private contractors. Coordinate and oversee all maintenance, repair, and other related work for all vehicles and equipment. Respond to citizens and other public entities inquires, complaints, and requests. Oversee recycling operations. Work to instill a safe working environment. Fill in as Sanitation Collection Driver when needed to ensure all routes are covered. Serve as the Sanitation Superintendent in his/her absence.

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### Essential Functions:

1. Perform the essential functions described in the Sanitation Collection Driver position.
2. Assist Sanitation Superintendent in developing plans and work schedules. Determine personnel, equipment, and material resources needed to complete assigned tasks, and coordinates to ensure work is completed in an efficient manner.
3. Oversee assigned field work to ensure work time schedules and quality standards are being met. Maintain awareness of current standards and methods for assigned projects or tasks.
4. Perform minor maintenance on all vehicles and equipment, such as filter replacement, hydraulic hose removal and repairs, oil changes, and greasing equipment. Contact vehicle repair contractors to schedule work on vehicles when needed.
5. Supervise Sanitation Department employees in the performance of sanitation collection work. Provide assessment and input into performance reviews, promotions, and disciplinary actions. May participate in the selection of staff.
6. Oversee the methods used by Sanitation Department employees to ensure their safety and ensure that protective devices and equipment are used where indicated. Assess skills and

training needs to aid in their development. Ensure equipment is properly maintained. Advise Sanitation Superintendent of equipment malfunctions.

7. Inform, advise, and enforce general city and department policies pertinent to employees of the Sanitation Department. Monitor employee compliance with regulations, procedures and policies related to safe, reliable and efficient performance of tasks. Frequently and routinely check conditions of facilities, tools, equipment and vehicles, and takes appropriate corrective action regarding deficiencies and hazards.
8. Develop work plans for assigned personnel. Anticipate problems and develops corrective measure plans. Fill in as Sanitation Collection Driver when needed to ensure all routes are covered.
9. Assist in responding to inquiries and complaints regarding maintenance, and repair work assigned. Use tact and professionalism in responding to inquiries, complaints, or customer service requests.
10. Ensure that safety procedures are properly followed. Assign workers to tasks and checks completed work for adherence to instructions. Complete and turn in required forms. Promote teamwork and a high level of productivity of crew members.
11. Must be able to learn to operate and maintain recycling bailer.
12. Act as Sanitation Superintendent in his/her absence. Exercise authority to sign invoices and leave requests while serving as Superintendent. Make work-related decisions as required.
13. Attend conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to marketing operations. Stay abreast of new trends and developments in the field.
14. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
15. Employee must be able to be "on-call".
16. May be required to work extended hours during natural disasters, declared disasters, and similar events.
17. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
18. Keep confidential information confidential.
19. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

20. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
21. Perform other work which is consistent with the essential functions of the job.
22. Perform other duties as assigned.

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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must be at 18 years of age or older.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with proper endorsements within sixty (60) calendar days from date of hire.

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**Experience:**

One (1) year of supervisory skills and managing employees preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. General construction skills.
5. Good driving skills.
6. Ability to read and comprehend.
7. Ability to prioritize work.
8. Operation of heavy and light construction equipment.
9. Ability to facilitate meetings.
10. Good computer application skills.
11. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
12. Ability to use automated work management system.

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**Mental Requirements:**

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Diplomacy and judgement.
12. Logical reasoning.

13. Ability to adapt to changing environment.
14. Concentration.
15. Ability to analyze problems and recommend possible solutions.
16. Ability to read and interpret blueprints and write specifications.
17. Ability to train and guide others.
18. Ability to take on a leadership role.

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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.
4. Ability to transverse rough terrain on foot.
5. Ability to work with exposure to noise.
6. Ability to distinguish among colors.
7. Ability to work at extended heights.
8. Ability to drive city vehicle.
9. Ability to lift up to sixty (60) pounds.
10. Ability to bend, climb, and stoop.
11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.

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**Supervisory Responsibility (Direct and Indirect):**

Direct        Sanitation Collection Driver  
                 Sanitation Laborer

Indirect

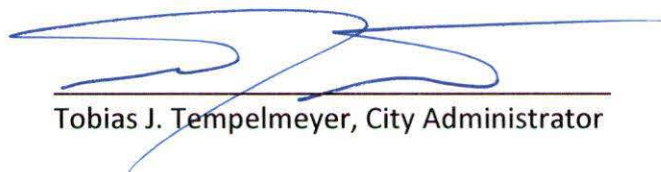
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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

  
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Tobias J. Tempelmeyer, City Administrator

8-13-21  
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Date