

ASSISTANT SANITATION FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Lead Maintenance Mechanic (Sanitation) (formerly known as Sanitation Foreman) an incumbent in this class **assists in the oversight of the work of sanitation crews engaged in the collection and disposal of garbage, refuse, and recyclables.** An incumbent of this class acts for and on behalf of the Lead Maintenance Mechanic (Sanitation) in his/her absence. The Assistant Sanitation Foreman may be required to act as crew chief and participate in the actual work of the work crew. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the oversight of sanitation crews in the collecting of garbage and other refuse;

Assists in overseeing the work of sanitation crews in the disposal of garbage and other refuse;

Assigns crews to routes and trucks;

Investigates complaints regarding the collection of refuse;

Participates in the collection and disposal of garbage and other refuse, as required;

Inspects the dump and directs land fill operations and sanitary precautions;

Keeps simple records and makes reports on work done;

Requisitions materials and supplies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: **Good** knowledge of garbage collection and disposal techniques and methods; **good** knowledge of modern garbage collection equipment and devices; **good knowledge of the accident and safety precaution connected with such work;** ability to plan and assist in the oversight of the work of others; ability to secure the cooperation of others; ability to keep simple records and prepare simple reports; **ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;** **ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position;** reliability; mental alertness; **willingness to work in all weather conditions;** **physical strength and agility;** physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience where the primary function was sanitation, incineration, or other public works activities.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.