

ASSISTANT SANITATION SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Under general supervision, assists in the supervision of garbage and refuse collection and disposal; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Sanitation Superintendent, assists in the responsibility for the collection and disposal of all ashes and garbage. Supervision is exercised over the work of a number of sanitation personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the collection and disposal of garbage and refuse;

Assists in the assignments of crews of workers to routes;

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

Investigates complaints regarding the collection of refuse;

Checks all daily reports issued by sanitation foreman;

Exercises general supervision over the operation and maintenance of incinerator;

Keeps records and makes reports on work done;

Acts for the sanitation superintendent in his absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of ashes and garbage collection and disposal techniques and methods; knowledge of modern garbage collection equipment and devices; knowledge of the principles of organization and management; ability to efficiently plan large scale activities; demonstrated ability to plan and supervise the work of others; ability to secure the cooperation of others; ability to keep records and make reports; reliability; mental alertness; physical strength and endurance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and three years of experience in sanitation, incineration, or other public works activities, one year of which was in a supervisory capacity; or (b) seven years of experience as specified above, including the one year in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: If applicable, possession of the appropriate valid New York State Driver's License at the time of appointment.