



SOLID WASTE FOREMAN
FLSA: Non-Exempt
Grade 24 \$44,025.68 - \$70,441.10

GENERAL DEFINITION

Employees in this classification perform technical and skilled work in the capacity of a working foreman in the City's Solid Waste Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance, and repair activities. The purpose of this position is to ensure the efficient management of the City's refuse removal and recycling operations, including route scheduling and resolving customer concerns. This employee may assist in the overall supervision of the Division in the absence of departmental management.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assigns, instructs, and coordinates activities of division support staff engaged in the collection and disposal of the City's refuse removal and recycling programs.
- Establishes collection routes and assigns routes to drivers; coordinates service for commercial accounts and special pickups.
- Receives requests for and provides delivery of carts and recycling containers.
- Investigates accidents and prepares proper reporting of such accordingly.
- Coordinates the utilization of labor and equipment according to the needs of the Division.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Participates in safety committee meetings.
- Coordinates and supervises the operation of all equipment, tools, and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment, and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools, or vehicles as needed.

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- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Communicates with contractors associated with projects for the City.
- Tests and inspects repaired materials and equipment for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensure compliance with all applicable laws, ordinances, codes, administrative, and safety policies.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to effectively coordinate route schedules and supervise employees working in the field.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in municipal solid waste management, with experience in a lead worker or supervisory capacity and demonstrated organizational and customer service skills. Must hold a State of Florida Class B Driver's License with Air Brake Endorsement. Position may be required to be on call, including nights, holidays, and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable

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accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction, and depth perception.
- Ability to hear.
- Written and oral communication skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date