



City of South Bend

Vacancy Announcement

Post Date: Tuesday, January 20, 2015

Closing Date: Until Filled

SUPERINTENDENT V

Category: Full Time

Department: Public Works / Environmental Services / Solid Waste

Reports To: Manager of Solid Waste

Schedule: Monday-Thursday, 6:00 AM-4:00 PM. Schedule may vary based on operational needs.

Pay Rate: \$45,000-\$50,000 (exempt)

Position: **SUMMARY**

Manages collection routes and driver/laborer performance on a daily basis.

SUPERVISION EXERCISED

Members of the Solid Waste work force.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Organizes and schedules all necessary resources required to accomplish the activities and goals of this position. Coordinates daily operational needs with Maintenance team.
- Plans, distributes, monitors, and follows-up on daily route assignments to ensure customers are serviced per City standards and agreements.
- Manages the end-of-day check-in process, capturing and communicating key service, safety, and equipment issues.
- Monitors driver and laborer time and attendance, minimizing overtime and ensuring that drivers do not exceed limits established by regulatory agencies.
- Reviews weekly demand / volume for routes, determines potential gains from re-routing, and recommends re-routes to the manager.
- Assists in maintaining and monitors productivity, service, and safety targets for each route and driver.
- Assists with data collection and reporting required for bonus programs.
- Establishes collaborative relations with unions and members of other departments.
- Works with cross-functional groups to resolve employee relations and labor relations issues.
- Acquires and coordinates temporary workers assigned to assist drivers on routes.
- Ensures that drivers comply with physicals, drug or alcohol tests, and training required by regulatory agencies.

- Conducts Root Cause investigations for all injuries and incidents, ensuring consistent discipline and retraining.
- Visits customers and customer sites to evaluate and resolve safety issues, seeking service alternatives where appropriate.
- Establishes and maintains a clean, safe work environment in compliance with Company/Occupational Safety and Health Administration (OSHA) standards.
- Documents problem fixes and provides instructions to dispatch/service should problems recur.
- Communicates and follows-up on problems at customer site, DVIR repairs, container swaps, and safety issues reported by drivers.
- Notifies 311 “customer service” of delivery days for specific areas.
- Ensures set-up errors and missed pickups are reported and resolved.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other tasks as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Minimum of a High School Diploma or equivalent.
- Minimum of five years’ experience in leading a diverse team.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Skilled in operating all equipment associated with Solid Waste operations.
- Knowledge of safety hazards and precautionary measures.
- Ability to deal effectively with others, both internally and externally.
- Ability to supervise union personnel.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a valid Class A Commercial Driver’s License

EQUIPMENT

Rear load refuse truck, automated refuse truck, roll-off truck, boom truck, and 4 wheel drive pick-up with plow.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools

or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work will be performed in an office setting; and outside all months of the year, sometimes in adverse rain, snow or ice conditions.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required