



**ADMINISTRATION**  
Human Resources


**JOB TITLE: CONTAINER MAINTENANCE SUPERVISOR**

**DEPARTMENT: PUBLIC WORKS**

**JOB CLASS NUMBER: 5384**

**DIVISION: SANITATION/GARBAGE**

**REVISION DATE: 5.2.2024**

  
Acceptance - Department Head

**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*Under general supervision of the Public Works Manager, the Garbage Container Maintenance Supervisor is responsible for the daily operations of the Container Maintenance division. May serve as fill in Supervisor for other Sanitation Supervisors as well.*

**EXAMPLES OF DUTIES:**

- *Schedules and supervises activities involved in one or more designated activities such as refuse collection, recyclables collection, brush collection or related activity.*
- *Coordinates activities with other sections or divisions as needed.*
- *Participates in the development of routes and route assignments refuse.*
- *Develops and administers the daily operations to achieve all related job responsibilities.*
- *Oversees the day-to-day operations of Container Maintenance personnel.*
- *Monitors inventory of replacement parts and restock, as needed.*
- *Reviews vehicle repairs and other requests.*
- *Prepares work order documents.*
- *Creates and submits reports, as needed.*
- *Oversees training, evaluates employee's performance and conducts disciplinary action, as needed.*
- *Resolves customer complaints.*
- *Responds to maintenance requests.*
- *Monitors all pre-trip inspection reports.*
- *Schedules and communicates meeting dates and times for quarterly review of standard operating procedures.*
- *Educates and routinely communicates responsibilities to all staff including expectations; for example, what an acceptable level of productivity and efficiency is.*
- *Photographs any noted violations or concerns.*
- *Purchases equipment and supplies for operations.*
- *Maintains files, photographs, accident and incident reports, employee disciplinary documentation.*
- *Ensures adequate first aid supplies are always on hand and available.*
- *Plans and facilitates regular safety meetings, instructional training, and project reviews.*
- *Makes recommendations to the Field Manager reflecting the overall improvement of the operations of the sub-division pertaining to staff, equipment, supplies, procedures.*
- *Verifies all time worked by each employee upon completing timecard reviews.*
- *Responsible for completing accident reports.*
- *Will serve as on-call Supervisor at least one month per year. On-call duties include but are not limited to removing trees from right of ways and clearing debris from storm drains.*
- *Completes all tasks instructed by Supervisor.*

**TRAINING AND EXPERIENCE:**

- *Must have extensive knowledge of City of Monroe garbage routes and procedures.*
- *Must have a minimum of 2 years supervisory experience.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

*Minimum of high school diploma or GED equivalent.*

*Minimum of five (5) years' experience in the solid waste industry.*

**LICENSE AND CERTIFICATES:**

- *Must have a Class B CDL with a good driving record.*

**INTERNAL POSTING PERIOD:** 6/7 - 6/20/24

*Position posting goes public after 10<sup>th</sup> day.*