



Job Vacancy

Director of Sanitation and Maintenance Operations Solid Waste Department

Job Description Under occasional supervision, plans, oversees and directs the activities of the Street Department, Residential and Commercial Garbage Services, Transfer Station, Vehicle Maintenance, Building and Grounds, Construction Crew, along with oversight of sidewalk, right-of-way, traffic control, sign maintenance, landscaping, and cemetery. Plans, organizes, and directs related administrative activities. Supervises subordinates through the chain of command. Exercises independent judgment in routine as well as stressful situations. Reports to the City Administrator.

Oversees the activities related to the day-to-day operation of buildings and grounds, which includes landscaping, building maintenance and housekeeping services for all city facilities, cemetery maintenance, inspection and upkeep of several parks, general repairs and maintenance duties, and coordination with a variety of contractors and vendors,

Performs supervisory duties including instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, and recommending transfers/promotions, discipline, termination, and salary increases; performs performance appraisals.

Administration and supervision of department activities in the areas of street, sidewalk, right-of-way, traffic control and sign maintenance, Solid Waste Transfer Station, residential and commercial garbage services, landscaping, and cemetery maintenance.

Plans, organizes, and directs the accurate and timely accounting and recording of departmental costs.

Ensures effective, safe and efficient operation of the Solid Waste Transfer Station. Records accurate accounting records from all outside entities for their use of the City Transfer Station.

Ensures effective, safe, and efficient operations within all divisions supervised through subordinate supervisors, ensures proper collection and disposal of trash, leaves, and garbage.

Assists private contractors in the coordination of work and material specifications to be provided to the City.

Inspects work in progress for compliance with established standards.

Advises crews in proper techniques and practices; ensures understanding and implementation of same.

Reviews work reports to ensure productivity and efficiency of equipment and systems; reports unusual problems to other city Directors and recommends potential solutions.

Plans, organizes, and directs the accurate and timely accounting and recording of department expenditures and revenues. Develops departmental budgets; forecasts and monitors expenditures.

Determines specific departmental personnel and equipment needs; orders materials and supplies.

Operates a computer, adding machine, typewriter, telephone, audio-visual equipment, etc.; operates and maintains various types of equipment, machinery, and tools related to sanitation activities, such as dump trucks, hand tools, backhoes, etc.

Interacts with the City Administrator, elected officials, subordinates, other City department heads and employees, equipment suppliers, regulatory agencies/departments, contractors, engineers, sales representatives, utility companies, and the general public.

Performs other related duties as required.

Desirable Education and Experience Requires an Associate's degree in Civil Engineering or a related field with seven to ten years of engineering experience and/or public works or solid waste administration, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess a valid South Carolina Driver's License.

Application for Position: Applicants interested in this job opportunity should apply online at www.lancastercitysc.com (Employment Tab) This position is open until filled.
EOE

Position May be Subject to the Following Background Checks:
Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range	
36	\$26.97 to \$35.73	