

Public Utilities Department (Solid Waste)

Job Descriptions

JOB TITLE: Division Director of Solid Waste

GENERAL STATEMENT OF JOB

Under general direction, plans, directs and supervises the Solid Waste Division of the Public Works Department, ensuring that all City waste is properly collected and disposed of by City crews, and ensuring compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Public Works and Utilities Director.

JOB TITLE: Solid Waste Supervisor

GENERAL STATEMENT OF JOB

Under general supervision and direction, plans, directs and supervises the personnel of the Solid Waste Division. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Division Director of Solid Waste.

JOB TITLE: Foreman

GENERAL STATEMENT OF JOB

Under general supervision and direction, supervises, coordinates, and participates in residential, commercial and recycling services for the safe, daily collection and disposal of City solid waste. Performs related administrative work as required. Reports to the Solid Waste Supervisor.

JOB TITLE: Solid Waste Technician

GENERAL STATEMENT OF JOB

Under general supervision and direction, coordinates, monitors, and participates in residential, commercial and recycling services for the safe, daily collection and disposal of City solid waste. Performs related administrative work as required. Reports to the Solid Waste Supervisor.

JOB TITLE: Sustainability Program Coordinator

GENERAL STATEMENT OF JOB

Under general supervision, develops and maintains programs and implements initiatives toward reducing the environmental impact of City of Dunedin operations and practices. Promotes a "green/sustainable" lifestyle for the residents and patrons in Dunedin. Works closely with many internal and external stakeholders, including working with the citizens' Committee on Environmental Quality, various city departments, and local businesses and citizenry. Performs related administrative work as required. Reports to the Division Director of Solid Waste.

JOB TITLE: Senior Administrative Assistant

GENERAL STATEMENT OF JOB

Under general supervision, independently provides administrative duties to department/division staff to ensure effective and efficient operations. Performs related work as directed.

JOB TITLE: Solid Waste Driver I Loader

GENERAL STATEMENT OF JOB

Under direct supervision , operates solid waste vehicles for the collection and transport of solid waste materials on assigned daily route. Performs related work as required. Reports to the Solid Waste Foreman and Senior Foreman or Division Director of Solid Waste.