

CITY OF WILLIAMS

The City of Williams is recruiting for:

- **Maintenance Superintendent** who will oversee, supervise, direct, and participate in construction, maintenance and repair of the City's facilities and buildings. Needs up-to-date expertise in construction techniques, maintenance and repair methods, computer skills, and supervision of others.

Full-time, full-benefits position at \$19.44 - \$27.12 per hr.

- **Sanitation Superintendent** who will oversee, supervise, direct, and participate in collection and disposal of refuse. Must possess current AZ CDL and have experience in truck driving, computer skills, and supervision of others.

Full-time, full-benefits position at \$19.44 - \$27.12 per hr.

Both positions require ability to work in adverse weather conditions at high altitude, and they report to the City Manager.

Please send completed City of Williams application and your resumé to skerley@williamsaz.gov.

Note any applicable certifications you've earned.

Go to **www.williamsaz.gov** for application and job descriptions.

Phone 928.635.4451 x 203 with questions.

The City of Williams is an Equal Opportunity Employer

SANITATION SUPERINTENDENT

City of Williams Position Description (Grade 11)

Summary of Position

Supervises and participates in the collection and disposal of refuse, garbage, trash and/or street wastes and manages the recycling program for the City.

Organizational Relationships

1. Reports to: City Manager
2. Directs: All Sanitation Department employees
3. Other: Works closely with City staff, employees and the general public and models effective customer service skills for those supervised

Essential Duties

- Directs all activities of the Sanitation Department, supervises its employees, and performs their performance appraisals.
- Supervises and manages all employees engaged in refuse collection and disposal, the operation of the transfer station, and the recycling program.
- Trains employees in job duties and functions, safety procedures, and federal and state requirements.
- Prepares accurate time and activity reports.
- Issues and carries out oral and written instructions.
- Manages the physical sanitation facility and its upkeep.
- Supervises the operation of the transfer station.
- Participates in the collection and disposal of refuse as a supplemental or alternative driver or transfer station operator.
- Maintains a recycling program for the City.
- Coordinates clean-up activities with Clean & Beautiful and Coconino County.
- Supervises maintenance of all sanitation equipment and facilities.
- Performs other duties as required, assigned, or directed.
- Work may require heavy physical exertion under adverse weather conditions with exposure to dust, fumes, smells, and other hazardous or disagreeable elements.

Job Knowledge, Skills and Abilities

- Knowledge of materials, equipment maintenance, and operational skills, methods, and techniques commonly used in refuse collection and disposal.
- Knowledge of recycling materials and markets.
- Mechanical knowledge of equipment in order to utilize, train and develop employees in operations and maintenance.
- Knowledge of hazards and safety precautions of refuse collection and disposal.
- Skill in operating all Sanitation Department equipment.
- Ability to communicate effectively in writing and verbally.
- Possesses a current, valid CDL issued by the State of Arizona.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

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