

The City of Troy is seeking applications for the position of:

Streets/Sanitation Supervisor

The grade and salary range for this position is: CSEA Grade 16; \$43,382 – 63,832

Distinguishing Features of the Class:

The Streets/Sanitation Supervisor is the primary point of contact for DPW Streets and Sanitation operations. The work includes important supervisory work involving responsibility for planning and supervising the collection and disposal of ashes, garbage and rubbish in the city and supervising the construction, maintenance, repair and cleaning of City streets. The Streets/Sanitation Supervisor is responsible for the detailed planning and scheduling of operations. The incumbent is responsible for overseeing snow removal and ice control activities. Direct supervision is exercised over the Working Forepersons with general supervision exercised over all personnel assigned to the Bureau of Streets and Sanitation. The work is performed under the direct supervision of the Commissioner of General Services and the general supervision of the Deputy Mayor with considerable leeway given for the exercise of individual judgment in planning and carrying out assignments. Does related work as required.

Typical Work Activities: (*Illustrative only*)

- Supervises the construction, maintenance, repair and cleaning of streets and sidewalks
- Supervises daily, weekly, and annual street cleaning programs
- Assigns work and crews for street cleaning, repair and paving
- Keeps records and prepares reports in regard to street maintenance activities
- Plans and directs municipal waste collection and disposal activities
- Informs superior as to progress of routine operations and anticipates unusual problems
- Maintains continuous review of activities to ensure maximum service to the public
- Explains collection program and operational procedures to lower level supervisors
- Schedules continuous and seasonal programs for refuse collections as well as emergency operations
- Responds to emergency calls during and after working hours, assigns crews and supervises repairs
- Investigates complaints regarding street maintenance work
- Establishes and directs maintenance of records covering materials and labor expended on various operations
- Assists with budget preparation and formulation of bureau needs
- Supervises all paving and resurfacing activities
- Supervises and assigns crews for snow removal and salting/sanding of City streets and parking lots
- Supervises and assigns crews for City wide snow emergencies
- Does related duties as required

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

Thorough knowledge of modern methods of waste collection and disposal; thorough knowledge of garbage collection equipment and devices; thorough knowledge of materials, equipment, terminology and practices used in street maintenance, repair, construction and cleaning; some knowledge of administrative principles and techniques; ability to effectively plan large-scale activities; ability to plan and supervise the work of others; ability to establish and maintain good public relations; ability to keep records and make

reports; ability to understand and follow complex oral and written instructions; ability to work from plans and blue prints; tact; good judgment; initiative; resourcefulness; dependability.

Minimum Qualifications:

Graduation from high school or possession of a GED, and four (4) years of experience in waste collection activities and/or street construction and maintenance, at least two (2) years of which shall have been in a supervisory capacity.

Special Requirements:

At time of appointment, candidate must possess a valid NYS driver's license and maintain such throughout duration of employment in the title.

The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.

The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Please forward Employment Application demonstrating that you meet the minimum qualifications of the position by

July 20, 2018

to:

City of Troy Personnel/Civil Service Office

433 River Street

Troy, NY 12180

Email: employmentopportunities@troyny.gov

Fax: 518-268-1686