



Borough of Phoenixville

Job Description

Job Title:	Assistant to the Streets/Sanitation Superintendent, Full-Time
Department:	Sanitation/Streets
Wage Rate:	\$27.00 per hour
Title of Supervisor:	Streets/Sanitation Superintendent
FLSA Status:	Non-Exempt
Schedule:	Typically Monday through Friday, Potentially variable starting and ending times MUST be available as necessary for emergencies as they arise, evenings, holidays, nights and weekends

Summary

Reports to Streets/Sanitation Superintendent but carries out duties and responsibilities with limited supervision. Assists with all departmental reporting, payroll and drug testing.

Experience

- This position requires a high school diploma or equivalent
- 2 years administrative support
- Experience in sanitation/recycling preferred
- Must be proficient in Microsoft Word, Outlook and Excel

Equipment Used/Operator

- Ability to use all standard office equipment

Qualification/Skills & Knowledge Requirements

- Knowledge of sustainability and sustainable materials
- Must have the ability to meet approved physical standards

Essential Duties and Responsibilities

- Apply common sense understanding to carry out simple oral and written instructions
- Carry out job functions with or without supervision and without posing a direct threat to the health or safety of oneself or others
- Communicate effectively
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment in evaluating situations and in making decisions
- Maintain acceptable attendance standards
- Maintain socially appropriate behavior
- Request assistance when appropriate
- Respond to inquiries, complaints, and/or grievances in a timely and professional manner

- Understand and comply with drug use/abuse policies and procedures
- Understand and comply with personnel policies and procedures
- Understand and follow oral and written safety policies and procedures
- Work under pressure
- Work in coordination with others
- Adhere to all rules, regulations and procedures of the Borough
- Apply common sense understanding
- Assists in development and administration of business processes
- Maintains departmental filing
- Recommends programs for effective and efficient solid waste and recycling material collection
- Recommends new technology, methods and procedures consistent with best solid waste management practices
- Tracks and renews Waste Transporter Authorization through DEP (Act 90)
- Track toter and dumpster inventory; maintain records of where they are located once delivered
- Order toters/dumpsters as needed
- Schedule and manage community events such as shred events
- Establish a household waste collection program with the DEP
- Enter all departmental invoices for payment in financial software, work with finance department to rectify any issues
- Assist Superintendent with annual departmental financial budget
- Submit all reporting as needed per the DEP 902 and 904 grants for recycling
- Manage and submit bi-weekly payroll to HR for all employees in Streets and Sanitation
- Update fliers for invoice inserts regarding trash/recycling
- Collaborate with colleagues to improve the community education program on reduction of waste
- Work closely with the Finance department to establish commercial contracts and manage trash/recycle exemptions
- Respond to "Report a Concern" reports from the Borough's website
- Update the Borough's website with information for the community
- Interact in a professional manner with vendors, customers and residents
- Will be designated as the point of contact for all matters related to recycling by the Department of Environmental Protection
- Perform other duties as assigned

Physical Requirements

- Must be able to stand, walk, reach and sit for extended period of time
- Push, pull or move objects weighing up to 10 pounds
- Ability to withstand loud noise
- Ability to withstand dust, dirt, pollen and odors

License/Certificate

- Possession of a valid Pennsylvania's Driver's License
- Professional Recyclers of Pennsylvania (PROP) certification preferred. If candidate does not have this certification, it must be earned within 30 months of hire and then maintained.

General Information

The above statements are intended to describe the general nature 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.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

All employees shall be probationary for the first 90 days from date of hire or rehire. Upon completion of the probationary period, the employee's seniority shall be computed from the date of hire as a full-time employees or regular part-time employee. If the employee has prior service as a Borough employee, he shall not receive credit for borough employment prior to the last date of hire. The probation period can be extended on a case-by-case basis if recommended by the employee's manager and approved by the Borough Manager not to exceed a total of one hundred eighty (180) days.

I have read and understand this job description; I am able to meet all the experience and requirements, essential functions, and physical demands of the job.

**** Assistant to the Streets/Sanitation Superintendent ****

Employee Name (Please print)

Employee Signature

Date

Human Resources

Date

Borough Approval

Date