

**CITY OF STUART
JOB DESCRIPTION**

Title: TEAM LEADER I
Department: Public Works Commercial Collection Team
Job Code: 3030
Grade: H12
Exempt Status: Non-Exempt *Safety Sensitive Position*

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Sanitation Team Leader III, incumbent is responsible for computer data entry and report generation for all facets of the sanitation team, including, but not limited to, garbage and trash routes, commercial and residential usage reports, verification of landfill scale tickets and invoicing. Incumbent ensures subordinates complete work assignments. Monitors equipment for safety, repair and maintenance status. Functions as swing shift sanitation equipment operator and special event permit coordinator for the sanitation team. Work is performed with a working knowledge of computer practices and/or policies in interpreting recording and reporting transactions. Work is subject to automatic and periodic verification through systems of internal controls, and to supervisory review for conformity with established policies and procedures. *This is a safety-sensitive position requiring screening for illegal substance and alcohol use.*

EXAMPLES OF ESSENTIAL FUNCTION

1. Data entry and report generation for all sanitation teams, insuring accuracy and timely completion.
2. Operates commercial, residential, and yard trash sanitation equipment when required.
3. Operates modern office equipment including but not limited to computers, adding machines, copiers, facsimile machines, typewriters, telephones, scanners and digital cameras.
4. Processes all landfill and disposal invoices before coding and submitting for payment.
5. Supervise and direct other team members when assigned special projects.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by five (5) years of responsible experience in residential and commercial sanitation collection with proven computer skills or an equivalent combination of training and experience. Must have excellent problem solving skills.

Must have a valid Florida Commercial Drivers License, Class "B".

B. Knowledge, Abilities and Skills:

Knowledge of modern office equipment, terminology, methods, practices and procedures.

Ability to maintain current and accurate reports.

Knowledge of occupational safety rules and practices.

Knowledge of operation and routine maintenance of light and heavy equipment.

Ability to understand and follow oral and written instructions.

Ability to detect required repairs to light and heavy equipment.

Skill in operating and maintaining light and heavy equipment.

Ability to establish and maintain effective working relationships with fellow employees, superiors including the public.

Team Leader I Commercial Collection Team - continued

Ability to work independently and in a team environment as necessary.

Ability to understand complex oral and written instructions.

C. Physical Requirements:

Task involves some physical effort, i.e. walking over rough or uneven surfaces, standing, stooping, stretching, bending or frequent moderate lifting (50 pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly but may not always be performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires odor perception and discrimination.
Task requires depth perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee