

### **ASSISTANT SANITATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent assists the Sanitation Supervisor in on-site supervision of landfill operations staff. Work is performed under the general supervision of the Supervisor, and in accordance with technical direction from staff engineering experts. Considerable leeway is allowed for the exercise of independent judgment in tasks performed and utilization of labor. Immediate supervision is exercised over equipment operators and other working staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises landfill crews in assigned tasks;  
Assigns staff to particular areas and duties;  
Assures that staff schedules are sufficient to meet workload requirements;  
Schedules the use of motor equipment to ensure that sites are covered at all times;  
Directs the placement, filling and grading of landfill solid waste deposits;  
Consults with supervisor and engineer concerning technical aspects of landfill operations;  
Provides some technical guidance to equipment operators on proper methods and techniques of landfill maintenance;  
Assists supervisor in maintaining adequate supplies of materials necessary for the operation of sites, such as spare parts, fuel, tools, etc.;  
Keeps records and reports as required by superiors;  
May occasionally operate equipment, as required by the needs of the operation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the tools, terminology, practices and equipment used in the operation and maintenance of a sanitary landfill; working knowledge of the operation, general maintenance and servicing of heavy motor equipment; ability to plan and supervise the work of others; ability to maintain simple records and prepare reports; ability to understand and follow oral and written directions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Promotional** - Candidates must be currently permanent in the title(s) of Road Construction Supervisor I, Road Construction Supervisor II, Solid Waste Analyst or Transfer Station Supervisor within the department of Public Facilities and held such qualifying title(s) for two (2) years at the time of application **and** appointment.

**Open Competitive** - Graduation from high school or possession of a high school equivalency diploma and either:

- A. Five (5) years experience in the operation of heavy motor equipment in a sanitary landfill environment;  
OR
- B. Five (5) years experience in the operation of heavy motor equipment in the construction or maintenance of public works projects; OR
- C. Five (5) years experience in the supervision or coordination of public works construction or maintenance projects; OR
- D. A satisfactory equivalent combination of experience as defined by the limits of A, B, and C above.

**ADDITIONAL REQUIREMENT:** Possession, at time of appointment and during service in this class of a valid New York State Class A CDL with N endorsement and air brakes certification.

Revised 5/6/2021

Revised 4/28/2025 (Promo Quals.)