

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Solid Waste Route Foreman

CLASS CODE: 3127

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise work crews engaged in non-skilled to semi-skilled labor performing a variety of refuse collection duties through subordinate personnel.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level labor classification within the Labor Series – Labor Supervision Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for supervising work crews engaged in manual non-skilled to semi-skilled labor performing a variety of refuse collection duties through subordinate personnel.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, and impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Schedules and arranges equipment, materials and tools for projects.

Receives and responds to complaints from city officials and the public.

Completes work records and reports.

Supervises and coordinates the daily route activities for solid waste collection.

Schedules and coordinates daily container pick-up operations, including dispatch of employees to assigned work and preparation of daily route log.

Provides operational and safety training to subordinate personnel as required. Ensures that proper documentation of training is maintained in City files for all personnel.

Regularly inspects equipment for safety, maintenance, and cleanliness. Reports breakdowns, schedules repairs, and arranges replacement equipment as necessary.

Performs alley inspections and personnel checks to ensure that workers are performing duties in a safe and efficient manner.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as calculator, two-way radio, motor vehicle, telephone, photocopier and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as work orders, blueprints, diagrams, accident reports, attendance records, personnel policies, technical operating manuals, safety regulations, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, temperature and noise extremes, machinery and traffic hazards.

Physical Requirements:

Requires the ability to lift office objects, drawings/blueprints weighing up to ten (10) pounds.

Requires the ability to stoop, bend and twist to inspect job sites.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of shapes and sounds to clearly distinguish objects and conduct worksite inspections.

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