



## JOB DESCRIPTION

<b>Department</b>	Department of Public Works
<b>Location</b>	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
<b>Job Title</b>	DPW – Sanitation Crew Leader
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$29.12/hr. - \$36.39/hr. FT32

### Job Summary

The Department of Public Works Sanitation Crew Leader reports to the Superintendent of Operations and the Director of Public Works. The Sanitation Crew Leader organizes, conducts, and monitors the operations of The Village of Pleasant Prairie's Sanitation Services to ensure that service delivery aligns with public policy, strategic goals, and departmental standards. The Sanitation Crew Leader is responsible for solid waste, recycling, leaf collection, and related services for maintaining the Village's cleanliness and public safety in both routine and emergency operations in the area assigned.

### Job Duties

- Assist the Superintendent of Operations and Director of Public Works in the administration and coordination of field operations and in the evaluation of work practices, procedures, systems, and policies for continual improvement and organizational alignment.
- Manage, direct, and monitor the staff coordinating the daily operations of the assigned sanitation routes.
- Respond to complaints, questions, and concerns from residents, co-workers and Village officials, taking appropriate action to correct or resolve them in a responsive and professional manner. Initiate quick resolutions as appropriate to the situation.
- Assist with interviewing and hiring field personnel, and conduct onboarding training for all new and promoted employees; provide a safe, tolerant and learning environment for all employees. Provide training opportunities, conduct performance evaluations, and attend staff meetings to share information and obtain constructive feedback.
- Acquire equipment and materials needed by crews for work assignments.
- Manage and maintain sanitation facilities and equipment and perform minor maintenance on vehicles.
- Ability to set up and monitor preventative maintenance schedules for Public Works infrastructure.
- Ability to monitor reports using asset management software and maintain records and prepare reports on work completed.
- Ability to use and operate construction equipment such as pick-up trucks, dump trucks, bucket truck, front end loaders, backhoe, skid steer, compressors, leaf vacuums, mowing machines, snow plows, salt spreaders, generators and other maintenance equipment.
- Must understand Village policies and procedures, codes and ordinances.
- Must be able to work in confined spaces.
- Must be able to wear protective safety gear while performing various related tasks.
- Knowledge of OSHA safety procedures and safe work practices.
- Must be able to assist Highway Department in winter months completing maintenance and plowing snow.
- Performs other duties and functions as required or assigned.

### Physical Requirements

- Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, and lifting and carrying a range of weight up to 100 pounds.
- Must be capable of physically demanding work in inclement weather for an extended period of time and in areas of noxious odors and smells, in wet or muddy areas, work in close proximity to loud and moving equipment and work in an environment where the noise level is usually moderately loud.

### Requirements - educational, certifications and experience

- High School diploma or equivalent.
- Basic computing skills, including familiarity with desktop hardware and standard business software programs (e.g. word processing, spreadsheets, database) and the Internet.
- Must be able to perform basic math and physical measurements.
- Valid driver's license and an acceptable driving record.
- Must maintain a Commercial Driver's License Class B with air brakes endorsement.
- Successfully complete and maintain certification for First Aid – CPR training within six months of employment.
- Successfully complete Public Works Management courses.

- Successfully complete and maintain 40-hour HAZWOPER certification and annual refresher training.
- Successfully complete and maintain completion of Confined Space Certification.
- Successfully complete and maintain completion of Competent Person Certification for Excavation.
- Must be available for overtime work and emergency call-out duty; serve on the “On-Call” list on a rotational basis.
- Typical hours are 6:00 a.m. to 4:30 p.m., 4 days a week. Workdays may fluctuate on a rotating 10 hour schedule basis with some weekend, holiday and overtime.

I have read and understand the job duties and physical requirements of this position.

---

Signature

---

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

Rev. 1/2023