

## LITTER CREW LEADER

### MAJOR FUNCTION

This position performs semi skilled work and supervises a small group of Marion County Jail trustees and community service workers in cleaning litter from County roads and right of ways. This position supervises the cleaning of litter from Baseline landfill to ensure compliance with FDEP permitting requirements. Clean county owned properties in code violations. Assist in cleaning county owned DRA's under the clean water program, and assist with special organized county clean ups. Work is performed under the supervision of the Solid Waste Supervisor.

### ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Supervise jail trustees and community service workers in the daily task of cleaning litter from the county maintained right of ways and other duties. Ensuring their compliance with the sheriff department policies established for the jail to work programs, thereby maintaining its integrity.
- Collection of litter from county maintained right of ways. Clean up all illegal dumping in county owned DRA's for the clean water program. Clean up of all county properties in code violations.
- Comply with BCC request by walking in front of transportation and contractors mowers ensuring that the right of ways are litter free before they are mowed.
- Perform litter control on Baseline Landfill to ensure compliance with FDEP permitting requirement. Pick up litter from the adopt-a-road program, which encourages citizen participation in cleaning up their communities.
- Collect litter from numerous complaints received by county code enforcement and SW administration, to include illegal dumps on county owned properties and right of ways. Also includes the necessity of operating of medium equipment such as a clamshell in the collection of these items.
- Maintain SW department vehicles to include the cleaning and complete detailing of the exterior and interior body of such. Perform daily maintenance on equipment to ensure reduction in fleet cost and equipment longevity.
- Assist during Electronic-Waste Collection events. Organize, and set-up providing supervision of trustees for smooth conduction of such events. Assist in other community clean up events under the keep Marion beautiful umbrella.
- Attend classes and meetings for training certification and safety requirements.
- Provide assistance in setting up and disassembling for county sponsored functions and events, to boost employee moral or community relations.

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- Prepare daily documentations and report to ensure accurate monthly and annual tonnages, personnel counts and mileage calculations for submissions to the BCC, sheriff and judicial system. Practice a safety first policy in the work environment.
- Assist where ever needed during emergency preparedness, and for clean up activities after the emergency. To include supervision of trustee crews in whatever capacity, and operating a roll-off or a clamshell.
- Conduct clean up activities related to departmental offices and buildings. Organize storage buildings, and assist various other county departments in moves to new office buildings etc.
- Ensures that trustees are not left unattended at any time.
- Maintains a working distance within inmates.
- Required to transport workers by bus, van or truck to worksite as scheduled.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Operates a roll off and clam bucket truck when needed.
- Performs light maintenance of vehicle and trailer.
- May perform manual labor or other work assignments.
- Performs other tasks as assigned.

### **CUSTOMER SERVICE**

This position provides a minimal contact with the public. It is necessary to interact with other litter crews and certain solid waste employees in the course of the work day.

### **SUPERVISION**

Responsible for supervising the work of a relatively small number of trustees and community service workers (five to ten), with limited supervision. Includes assigning, directing, and continual observance of all trustees at all times.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

High School diploma or general education degree (GED); a thorough knowledge of Marion County roads; two years verifiable driving experience and/or training; minimum six months experience of lead worker or supervisor with at least 4 or more employees/workers.

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### **Licenses**

Possession of a valid Florida Drivers License required, and possession of a valid Florida CDL Class A License with passenger endorsement required for transportation of workers and special projects.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills and abilities.

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to figure tonnage and mileage.

### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems concerning trustees and concealed contraband.
- Can explain records, procedures to others as lead worker.

### **Specialized Skills and Abilities**

- Ability to efficiently operate a roll off or clam bucket truck.
- Ability to remain calm in stressful and possible harmful situations.
- Ability to take a teamwork approach to the job cooperating with others, offering help to others when needed, and considering large organizational goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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### **Machines and Equipment**

This employee will be required to operate the following equipment: Roll Off Truck, Clam Shell, Hydraulic Dump Trailer, 1 Ton Pick Up Truck, a variety of small hand tools, two-way radio, phone, fax machine, digital camera, internet, various hand tools, blowers and weed eaters in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, and lift up to fifty pounds; will regularly be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk or hear. Special vision requirements are close, color, and peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles; and will frequently be exposed to moving traffic and outdoor weather conditions. The noise level for this environment will be loud.

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