



DEPARTMENT OF

FIELD OPERATIONS

SANITATION MANAGER

Salary: \$61,099- \$66,136

Type: Full Time

Benefits: Full Benefits

Date Posted: 4/14/2025

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile

Under the general supervision of Deputy Director of Field Operations, this manager is responsible for scheduling and prioritizing the day-to-day operations of the sanitation, recycling and street sweeping divisions, supervising division staff, monitoring budget expenditures, developing division goals, objectives, policies and procedures, as well as promoting and enforcing safe work practices.

Education

- High School Diploma or GED Required
- Five years of sanitation collections experience.
- Three year's experience or equivalent training, education and/or experience

Experience

- Five years of sanitation collection experience
- Three years of supervisory experience

Requirements/Certifications

- CDL Class B License and/or CDL Class B Permit
- Must obtain CDL Class B license within 1 year of hire

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Sanitation Manager

Grade: M4

Department: Field Operations

FLSA Status: E

Date: 4/14/2025

Position Profile: Under the general supervision of Deputy Director of Field Operations, this manager is responsible for scheduling and prioritizing the day-to-day operations of the sanitation, recycling and street sweeping divisions, supervising division staff, monitoring budget expenditures, developing division goals, objectives, policies and procedures, as well as promoting and enforcing safe work practices.

Duties and Responsibilities

Administration/Project Management: Initiates and manages projects to completion. Delegates tasks and responsibilities effectively. Holds team accountable for actions and provides support when necessary.

- Supervise and effectively delegate solid waste collection, recycling, and street sweeping operations.
- Prepares both annual and capital budgets; administer budget upon approval.
- Assist with the preparation of long-range capital projects; consults with other divisions to coordinate activities and projects, and plan for future needs.
- Mobilize and deploy teams in response to emergency situations, including weather related events.
- Prioritize and assign work, evaluate resource needs and manage the effective deployment of resources.
- Monitor customer satisfaction by ensuring completion of routes, customer receipt of containers, and pick-ups of special and missed routes. Receive and respond to internal and external customer concerns, requests and inquiries.
- Perform other duties as assigned.
- Inspects equipment for proper working condition; completes shop work requests, coordinates equipment maintenance and repairs, coordinates the availability of necessary equipment to perform daily collection activities.
- Maintains familiarity with Department of Transportation (DOT) regulations and ensure all drivers and trucks are compliant.

Skills Proficiency/Strategic Planning: Ability to develop and adapt skills and processes to complete assignments.

- Plans, develops, initiates and evaluates division priorities, goals, long range objectives and internal operating procedures pertaining to management of solid waste collection;

establishes and implements management systems and ensures completion of assigned goals and objectives.

- Develops and supports neighborhood litter programs, clean ups and other special collections like household hazardous waste.
- Coordinates the use of available equipment, material and manpower to obtain maximum effectiveness and efficiency and identifies areas of improvement.
- Promote an effective safety program that seeks to prevent accidents, avoid injuries and recognize safe employees. Enforces safety regulations, coordinates weekly safety meetings and ensures safety precautions are followed by employees.
- Participates on city and departmental teams to provide input into the development of policies, strategic plans, research and other special projects, serves as liaison as needed to citizens groups or professional boards with concerns about solid waste collection.
- Displays thorough knowledge of City's policies and procedures.
- Remains abreast of best practices, legislative, regulatory and policy development that affects solid waste operations

Leadership/Team Leader: Leverages the strengths of others to achieve common goals and position team for growth and stability.

- Manages, leads, and assists subordinate team members in the Sanitation, Recycling, and Street Sweeping divisions.
- Analyzes and evaluates operation and maintenance functions as well as collection and operational data; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality, seamless customer service
- Monitor progress and quality of work performed, provide direction, and assist in resolving problems encountered in the field.
- Establishes performance expectations and evaluate divisional and individual performance and effectiveness.
- Establish and ensure adherence to safety standards.
- Collaborates with internal and external groups to ensure that the division is meeting the needs and expectations of the administration and city residents.
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Stewardship/Financial: Improves work methods, procedures and team dynamics to increase productivity.

- Develop annual division work plan and budget.
- Establish and report on division metrics.
- Monitor and redesign collections routes as needed.
- Monitor and track financial activities and prioritize and re-prioritize activities within the division budget.
- Prepare bid documents and specifications for vehicles, supplies and equipment purchases.
- Maintain inventory of materials and supplies, and orders as needed.

Development/Leadership Development: Participate and provide opportunities to engage in professional development.

- Provide and coordinate training for division staff to engage in professional development, career advancement and other City initiatives that will help recruit and retain staff, improve inter- and intra-departmental relations and increase the department's effectiveness and efficiency in serving the general public;
- Work on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- High school diploma or G.E.D.
- Five year of sanitation collections experience, three years of supervision experience or equivalent training, education, and/or experience.
- Class B CDL or must obtain within 1 year of hire

Certificates, Licenses, Registrations, and Skills

- Valid Driver's License

Physical Requirements

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.