

NOTICE OF VACANCY

Grade: Grade 6

Salary: \$70,790.00 Annually + benefits including major medical, dental and vision. Paid time off including paid holidays, enrollment in NYS Retirement Plan.

Classification: Non-Competitive NY HELPS Program

Distinguishing Features of the Class:

Employees in this class supervise and participate in solid waste collection and container delivery and repair. The Solid Waste Foreman is responsible for managing and directing the activities of all workers and operators and is expected to exercise considerable initiative and independent judgment to ensure that the quality and quantity of work performed is in compliance with applicable safety standards and operating policies. The Solid Waste Foreman communicates with department staff through email and face-to-face in large open meetings and in confidential settings. On occasion, work requires operating solid waste collection equipment, completing routes, some heavy physical exertion and is frequently performed under adverse climatic conditions. Daily public contact involves answering questions and responding to complaints. The Solid Waste Foreman is supervised by the Deputy Superintendent who reviews work results through meetings, reports, and data analysis. A Solid Waste Foreman is an emergency services position that is expected to work some holidays and flexible hours on occasion. Work is subject to call-out during off-duty hours or a regular day off. This class is responsible for performing related duties as required.

Typical Work Activities: (Illustrative only)

- Plans, organizes, and directs the activities of solid waste collection, recyclables, yard waste and organic collection
- Communicates with the general public, other City employees, vendors and management to respond to questions regarding sanitation services and repairs.
- Prepares written daily reports, manages pre/post trip inspection forms
- Coordinates work activities with other City departments, other agencies or contractors working in City right-of-way
- Uses the two-way radio extensively to communicate directives and information
- Instructs and trains personnel on new procedures, activities, and safety guidelines
- Develops close working relationships with collections personnel to develop and enhance production levels and route standards
- Reviews the work products of others to ensure compliance with standard operating procedures
- Operates City equipment including rear loaders, front loaders, automated side loaders, and roll-offs requiring a valid New York State CDL on an emergency, or as-needed basis, to perform Solid Waste vehicle operator duties
- Uses common hand tools including a hammer, drill, and screwdriver to repair refuse containers
- Works with cleaning fluids, agents and paints while performing bin maintenance.
- Works in a variety of weather conditions while monitoring refuse collection.
- Organizes and plans for the setup of operator testing and special events for the department.
- Meets scheduling and attendance requirements while facilitating timely completion of daily assignments
- Works around, or uses, potentially hazardous material requiring the use of specialized equipment.
- Supervises and evaluates the work of subordinate personnel.
- Outlines work assignments and prioritizes and assigns tasks to operators in a manner that ensure efficient and effective utilization of manpower and equipment.
- Supervises and Assists in snow and ice removal

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of equipment, tools and materials used in the collection of refuse, recyclables and other solid waste; occupation hazards and safety precautions of the work; thorough knowledge of the principles and methods of workload scheduling and planning; working knowledge of the forms, procedures and data collection requirements pertaining to accident investigations; knowledge of the department of Public Works procedures and operational routines; purpose and proper use of safety equipment; principles and practices of employee safety training; procedures for identifying and disposing of hazardous chemicals/materials typically found in households; ability to evaluate the performance of subordinates, complete performance appraisal forms, and take corrective action when needed; determine what equipment, tools, resources and materials will be needed to complete assigned projects; develop working relationships with collections personnel to oversee completion of daily routes with

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goal of optimizing productivity and safety; responds to customer contacts by answering questions about solid waste service, answering complaints when necessary, delivering containers to new residents, maintain an accurate inventory of all refuse containers; assemble new containers and check for quality control to ensure the specifications are met before payment is made; determine if an overloaded container is safe to haul or if the customer should be contacted for correction; make changes to daily schedule to optimize production and service level; answer questions regarding all rate schedules for services; assist in designing optimum collection routes and maintain route books; monitor production levels of route driver to ensure optimum production/customer service; assist in determining the most efficient routing, taking into consideration all variables (number and location of stops for the day, travel time, pick up time, fuel expended, and travel to the landfill, etc.);

MINIMUM QUALIFICATIONS: Graduation from High School or High School Equivalency; AND

- A. Graduation from a New York State accredited college or university with an Associate's Degree and three (3) years' field operating experience with a municipal or private refuse collection operation including two (2) years' experience operating heavy equipment (5 tons or larger) and one (1) year of supervisory experience; OR
- B. Five (5) years' field operating experience in a municipal or private refuse collection operation with at least two (2) years' experience operating heavy equipment (5 tons or larger), and at least one (1) year of supervisory experience; OR
- C. Any combination of training, education and experience equivalent to five (5) years field operating experience in a municipal or private refuse collection operation including operating heavy equipment (5 tons or larger), and one year of supervisory experience.

*Conducting field inspections, operating equipment, etc.)

SPECIAL REQUIREMENT FOR APPOINTMENT: Must have a valid NYS Class B Commercial Driver License with a tank endorsement at time of appointment and maintained throughout employment.

Drug/Alcohol Testing of Applicants:

DOT Drug Testing Regulation requires testing of any applicant selected for this position prior to employment. The City is required to: (1) Conduct a pre-employment drug test; and (2) Receive from the Medical Review Officer a negative test result on the pre-employment drug test for a person prior to hiring or prior to using that person in a safety-sensitive position for the first time. This requirement also applies when a current employee is transferring from a non-safety sensitive position to a safety-sensitive job for the first time.

Drug/Alcohol Testing During Employment:

The City of Kingston strives to be a Drug Free Workplace, and the City seeks to provide a workplace free of controlled substances (illegal drugs and drugs that have medical uses but are highly addictive) and alcohol use by prohibiting the manufacture, sale, distribution, possession without prescription, and/or use of controlled substances and/or alcohol without a prescription in the workplace. To that end, the City has programs and policies relating to Reasonable Suspicion Drug & Alcohol Testing, Random Drug & Alcohol Testing of Drivers of City Vehicles and DOT Drug & Alcohol Testing for CDL Licensed Drivers.

Applications:

Applications must be received in the Civil Service Office by: **Thursday, June 26, 2025**. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov under the Employment tab. Employment applications will be accepted at the Kingston Civil Service Office at 420 Broadway, Kingston, NY 12401. Applications may also be mailed or emailed. If emailing, please include "Solid Waste Foreman" in the subject line and email rkimble@kingston-ny.gov. **Resumes will not be accepted in lieu of an employment application.**

This posting is in the non-competitive class. The position will be filled on a permanent basis after successfully completing the probationary term. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer