



VACANT POSITION
Assistant Sanitation Supervisor
Sanitation Department

Job Purpose: Assists in providing day-to-day operational direction and supervision for sanitation work crews that are responsible for solid waste collection to ensure efficiency, safety, and compliance.

- Assists with management and coordination of day-to-day operations, to include crews and equipment engaged in solid waste activities.
- Oversees the maintenance and upkeep of all sanitation vehicles and equipment.
- Performs administrative and management duties, including maintaining and updating records, forms, and reports to track equipment, vehicles, dumpsters, bins, supplies, and other departmental assets.
- Responds to inquiries, complaints and comments from residents and business owners.
- Arranges for yard debris and curbside pickups.
- Assists in conducting monthly safety meetings; investigates accidents, writes reports and creates/closes service requests.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Must have the ability to work with the public. Must have good communication and interpersonal skills. Must have the ability to prioritize tasks and manage multiple projects concurrently. Must be able to work effectively in a team environment.

Minimum Training and Experience: High school diploma or equivalent with three to five years previous refuse collection experience; or any equivalent combination of training and experience. Must possess a valid South Carolina driver's license. Preferred-CDL Class A license.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150