



Title	Talkin Trash Crew Leader
Department(s)	Share House
Supervisor	Share House Program Director
Non-Exempt	\$14.50 per hour plus benefits

Job Summary

The Talkin Trash Crew Leader is responsible for leading a crew of 3-6 people who are or have been experiencing homelessness in cleaning up trash in the public areas and right of way in the community. Direction for where to clean will be offered by the City of Vancouver Sanitation Department to the program director. The crew leader will ensure that all crew members are properly trained in waste disposal, especially around needles and other dangerous materials. The crew leader will ensure that crew members are properly equipped for safety and the weather. Staff will provide support and guidance to the crew including coaching and conflict resolution as appropriate. This position will ensure that a work site is clean when leaving, that crew members are appropriate when engaging with the community, will transport crew to and from locations and report any necessary information to the program director in a timely manner.

Summary of essential job functions and responsibilities

- Inspects assigned cleanup sites, identify needed maintenance methods.
- Works closely with program director and others in planning and scheduling cleaning, maintenance, reviews project requirements; coordinates and schedule crew, equipment and materials needed.
- Inspects job site; assures compliance with OSHA and other regulations, program safety rules and procedures; provides safest working environment for crew and public, and the safe and efficient operation of equipment; oversees groundwork and traffic control setup, if necessary.
- Operates trailers, and equipment required in street maintenance; performs inspection of equipment and provides minor servicing and maintenance.
- Resolves work quality or personality conflicts with trainees; refers problem issues to program director.
- Handles on-site public relations; responds to questions and concerns from the public and provides a positive image; explains bureau policies and repair procedures.
- Keep accurate records of work accomplished using written records, including hours, materials, equipment and related information.
- Performs related duties as assigned.

Abilities required

The nature of the work involves working outdoors with low-income, homeless people. The Talkin Trash Crew Leader would be required to provide supervision and guidance to people who may have been out of the workforce for a significant period of time. Occasional first aid may involve exposure to blood and other bodily fluids. Proper training will be given.

Knowledge of: Basic knowledge of street maintenance methods, materials management and equipment operation, safety, scheduling, work quality standards and practices, including employee and public relations and effective principles and practices of leadership. **Ability to:** Learn and use safe working practices; diagnose incorrect equipment problems; lead, coach, monitor, motivate and guide crew; schedule and assign work; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public. **Skill in:** The safe and effective application and operation of street maintenance tools and equipment; instructing and overseeing others in the safe and effective use of tools and equipment of street maintenance; exercising tact, diplomacy and persuasion with a diversity of others; completing reports.

Minimum requirements

1. Must be able to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles and sexual orientations and treat individuals with respect and dignity.
2. Must be able to work in all adverse weather conditions including but not limited to rain, wind, heat, cold, snow and ice.
3. Must generally have the ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects and climb stairs, with reasonable or no accommodation.
6. Must have a valid Drivers' license and Insurance.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.