

## **POSITION DESCRIPTION, TRASH AND SNOW REMOVAL**

### **The Chairman of the Trash Committee:**

- Coordinates with the contractor servicing SHA to schedule timely pick up of household trash, recyclables, and yard waste as specified in the covenants and the trash contract.
- Publicizes information to residents when changes to pick up schedules and procedures occur which may include, but are not limited to changes due to inclement weather, road maintenance, Holidays or Fairfax County Solid Waste requirements. The SHA secretary is a good resource for publicizing these events, as calls will come into this office from residents.
- Coordinates alternate collection points with the contractor when necessitated by SHA road, tree, or sidewalk maintenance projects.
- Advises contractor of hazardous road conditions if roads have not been cleared. Contractors will generally have their own policies concerning collection in snow or icy conditions and they will inform us if pickup is available; chair will need to contact them concerning alternate pickup.
- Advises residents of correct procedures for trash disposal if violations have been reported and confirmed.
- Notifies SHA President if additional funds are needed for a special collection.
- Respond to residents' complaints and issues concerning trash pickup and recycling issues.

### **The Chairman for Snow Removal:**

- Coordinates with the contractor servicing SHA to ensure that snow removal and clearance of roadways, sidewalks, walkways, and stoops are serviced as specified in SHA covenants and/or winter maintenance contract. Generally, heed the contractor's advice on approach taken in specific storms because they have professional expertise in this area.
- Coordinates with the contractor to identify areas requiring additional or special treatment to ensure safety of residents.
- Coordinates with SHA Trash Chairman to ensure that collection can occur.
- Coordinates with SHA Parking Chairman to ensure that cars are removed from those streets previously designated for lane clearing.
- Request follow-up treatment of areas if necessary.
- Coordinate with SHA secretary to provide email notification or updates to residents as needed. Work closely with the secretary during snow storms because many residents will call there first.
- Respond to residents' complaints and issues concerning snow removal and related issues (e.g., particular trouble spots, etc.).The residents will always let you know where the trouble spots are.

Presents a summary of the year's accomplishments to the Secretary/Treasurer in December for inclusion in the Annual Membership Meeting report.