

REFUSE SUPERINTENDENT

DEFINITION

To plan, organize and direct solid waste refuse collection activities within the Environmental Utilities Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Refuse Utility Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Refuse Utility Manager.

Exercises direct supervision over assigned supervisory and technical, and maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for solid waste refuse collection and maintenance activities; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in commercial, residential, and industrial solid waste refuse collection and maintenance activities.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, collection equipment, materials, and supplies; monitor and control expenditure.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Oversee and review landfill cleanup activities; plan and implement annual closed landfill maintenance activities.

Develop specifications for refuse collection equipment as needed in relation to changes in technology; periodically and/or in response to complaints.

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Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of solid waste refuse collection and maintenance operations.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct solid waste refuse operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent refuse utility and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

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Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in solid waste refuse collection/maintenance work, including two years of supervisory responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in environmental practices or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

04-15-06 Refuse Superintendent

11-04-97

7-1-96 Refuse Supervisor