

REFUSE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise a variety of refuse collection operations as assigned, within the Environmental Utilities Department; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Refuse Superintendent.

Exercises direct supervision over assigned personnel.

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

Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for a variety of solid waste refuse collection/recycling activities, and implement policies and procedures.

Promote a safe work environment and support safe work behaviors; review and analyze circumstances of accidents and injuries; identify and recommend corrective measures.

Plan, prioritize, assign, supervise and review the work of staff involved in residential, commercial, industrial and other solid waste refuse collection and recycling activities.

Evaluate operations and activities of assigned responsibilities; recommend 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 various refuse collection activities according to area of assignment, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Make field inspections of work sites and review collection routes on a regular basis; assess effectiveness of operations and performance, and make recommendations for modification based on safety, service and efficiency.

Provide input relative to proposed new collection routes and location/access of collection bins.

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

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 safety management.

Principles and practices of solid waste refuse collection.

Equipment, tools and materials used in solid waste refuse collection.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

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

Ability to:

Organize, implement and direct solid waste collection 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 50 pounds or less.

Interpret and explain pertinent City 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.

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

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:

Four years of increasingly responsible experience in solid waste collection operations, including one year of lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in environmental practices or a related field.

License or Certificate

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

03-20-14	
04-15-06	Refuse Supervisor
06-10-04	
07-01-02	Refuse Service Coordinator
05-11-01	
04-06-00	Refuse Leadworker
11-04-97	
09-16-97	
04-24-97	
12-29-94	
10-01-88	
07-01-86	Senior Truck Driver