

SOLID WASTE MANAGEMENT SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Solid Waste Management Operation of the Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers the programs and activities of the collection and disposal of solid waste and abandoned vehicle operation.

Formulates plans for the effective utilization of personnel and equipment; directs surveys and effects changes in routes to insure efficient, economical and equitable distribution of workload.

Investigates complaints from the public and officials and initiates corrective actions.

Performs research and initiates improved methods and techniques for the collection and disposal of solid waste.

Directs and coordinates the pick up and disposal of abandoned vehicles and bulky waste materials.

Advises administrative and operating officials and the public on solid waste management operations; coordinates activities with other related operations.

Maintains records of equipment usage and maintenance; prepares reports; requisitions supplies and equipment; and may prepare or assist in preparing operational budget.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods, practices and equipment involved in solid waste collection and disposal operation.

Knowledge of the sanitary, public health and safety regulations governing the collection and disposal of solid wastes.

Knowledge of local streets and locations.

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Solid Waste Management Superintendent

Ability to administer the programs and activities of the solid waste management operation.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

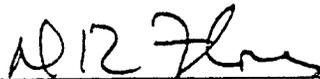
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of progressively responsible experience in the collection and disposal of solid waste and two years of supervisory experience; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission