

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR DISPOSAL SITE REPRESENTATIVE – 1864**

**DEFINITION:**

Under direction, to supervise and participate in the work of Disposal Fee Collectors at a City-operated refuse disposal site; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Schedules personnel to ensure adequate staffing and coverage;
- Makes daily work assignments;
- Balances cash receipts and deposits cash on a daily basis;
- Explains disposal site policies and fee schedules to the public;
- Enforces rules and regulations;
- Stops vehicles entering the landfill to check registration and inspect loads;
- Determines applicable fees;
- Directs vehicles with unacceptable loads to proper landfills;
- Operates and maintains computerized scale and register system;
- Maintains a variety of records;
- Collects fees;
- Assists in licensing commercial vehicles;
- Participates in the hiring of new employees;
- Trains and rates the work performance of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience calculating and collecting user fees, balancing receipts, and explaining and enforcing policies, rules, and regulations at a refuse disposal site or at a similar environment (e.g., toll booth, recycling facility, outdoor parking facility, other outdoor facility).

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.