

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING DISPOSAL SITE REPRESENTATIVE – 1920**

**DEFINITION:**

Under direction, to coordinate and direct fee collection activity at the City's landfill; and to perform related work.

**\* EXAMPLES OF DUTIES:**

**As a second-level supervisor over a fee collection unit:**

- Schedules and coordinates the work of fee collectors to ensure adequate staffing;
- Develops, recommends changes in, and provides training on new and/or revised work procedures, fee schedules, and policies;
- Responds to Council route slips and citizen complaints;
- Reviews statistical reports for completion and accuracy;
- Conducts inspection of commercial refuse vehicles;
- Prepares operational reports;
- Serves as liaison with cash register, data processing, and vehicle scale vendors;
- Evaluates changes in fee tracking and accounting software;
- Recommends changes in fee booth layouts;
- Directly supervises Senior Disposal Site Representatives;
- May serve as a first-level supervisor over fee collection personnel.

**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 as a fee collection supervisor at a landfill or similar work environment (e.g., toll booth, recycling facility, outdoor parking facility, other outdoor facility). Possession of a valid California Class C Driver's License.

**\* 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.**