

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### AREA REFUSE COLLECTION SUPERVISOR

##### DEFINITION:

Under direction, to supervise the work of Environmental Services collection crews; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Supervises Environmental Services collection crews operating automated side-loading and semi-automated rear-loading packer and/or recycling trucks in an assigned section;
- Receives, investigates, and resolves complaints from the public;
- Evaluates and makes changes in workloads and collection routes;
- Investigates and makes reports of crew accidents and injuries;
- Represents management in employer-employee relations issues with subordinates and processes grievances;
- Makes recommendations for improving methods and service;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Trains and rates the work performance of subordinates;
- Has responsibility for care and maintenance of assigned vehicles.

##### 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 Announcement for updated minimum qualifications.

Two years of experience in collection of refuse or recyclable commodities, including one year with the City of San Diego; a passing score on the TSA **OR** have at least one year of experience **with the City of San Diego** performing the full range of supervisory duties including employee selection, training, evaluation, commendations and discipline. Possession of a valid California Class A or B Driver's License, and a current Department of Motor Vehicles Medical Certificate dated within the last two years is required at the time of hire.

- \* **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.