

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### DISPOSAL SITE REPRESENTATIVE

##### DEFINITION:

Under general supervision, to determine and collect user fees at a City-operated refuse disposal site; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Stops vehicles entering refuse disposal sites to check registration, driver's license or other paper work to determine origination of refuse;
- Operates and maintains a computerized scale and register system;
- Determines and collects the appropriate fee in accordance with an established fee schedule;
- Explains fees and regulations to customers;
- Directs vehicles with unacceptable loads to proper landfill or agency;
- Keeps records;
- Deposits funds;
- Maintains clean and safe fee booth area and traffic entrance lanes.

##### 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.

Six months of full-time cashiering experience which includes receiving money and making change, keeping records of daily receipts, and public contact; **OR** six months public contact experience which includes fee collection experience at a landfill. 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.