

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

DISTRICT REFUSE COLLECTION SUPERVISOR

DEFINITION:

Under general direction, to plan, coordinate and supervise the refuse collection function through the work of subordinate supervisors and crews engaged in waste or recyclable commodity collection within an assigned district of the City; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates and supervises the work of subordinate supervisors and crews engaged in waste or recyclable commodity collection within an assigned district of the City;
- Assists in budget preparation and forecasting of staffing and equipment needs;
- Reviews, evaluates and recommends major changes in boundaries, routes and workloads;
- Coordinates equipment usage and sanitation driver pools in conjunction with other district supervisors;
- Develops and supervises employee training programs;
- Trains and rates the work of direct subordinates;
- Performs fact finding investigations and administers discipline when appropriate;
- Represents management in employer-employee relations issues with subordinates;
- Investigates and resolves complaints and inquiries from the public;
- Investigates accidents involving City waste management equipment and makes reports;
- Enforces safety regulations and sanitation ordinances;
- Orders and maintains supplies;
- Develops and reviews specifications for specialized equipment;
- Prepares reports and maintains daily work records.

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.

One year of experience supervising waste or recyclable commodities collection crews at a level equivalent to the City of San Diego's classification of Area Refuse Collection Supervisor.
Possession of a valid California Class B 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.