

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

REFUSE COLLECTION MANAGER

DEFINITION:

Under direction, to plan, coordinate, and supervise, a refuse collection function through subordinate supervisors; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises a refuse collection function through subordinate district supervisors;
- Inspects quantity and quality of work;
- Reviews and directs the work of subordinate supervisors and rates their work performance;
- Reviews, evaluates, and recommends major changes in boundaries, routes, and workloads;
- Assists and instructs supervisors in problems involving routes, personnel, equipment, complaints, and grievances in employer-employee relations issues;
- Assists in controlling equipment usage and manpower pools for districts and sections;
- Supervises employee training;
- Reviews accident causes and equipment failures;
- Enforces safety regulations and sanitation ordinances;
- Requisitions supplies and materials;
- Assists in work program standardization and budget preparation;
- Prepares reports and correspondence.

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 supervisory experience in refuse collection. 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.