

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

REFUSE COLLECTION MANAGER – 1841

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time supervisory experience in refuse collection.

*** 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.