

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR DISPOSAL SITE REPRESENTATIVE

DEFINITION:

Under direction, to supervise and participate in the work of Disposal Fee Collectors at a City-operated refuse disposal site; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Schedules personnel to assure adequate staffing and coverage;
- Makes daily work assignments;
- Balances cash receipts and deposits cash on a daily basis;
- Explains disposal site policies and fee schedules to the public;
- Enforces rules and regulations;
- Stops vehicles entering the landfill to check registration and inspect loads;
- Determines applicable fees;
- Directs vehicles with unacceptable loads to proper landfills;
- Operates and maintains computerized scale and register system;
- Maintains a variety of records;
- Collects fees;
- Assists in licensing commercial vehicles;
- Participates in the hiring of new employees;
- Trains and rates the work performance of subordinates.

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 in calculating and collecting user fees, balancing cash receipts, and explaining and enforcing disposal site rules at a public 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.