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3421(NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

03/1/2011
Revised

CLASSIFICATION SPECIFICATION

TITLE: SOLID WASTE COLLECTION SUPERVISOR II
SOLID WASTE COLLECTION SUPERVISOR II (NON-CLASSIFIED)

DEFINITION

Under general direction, to oversee the Solid Waste Division; ensuring proper collection and disposal of garbage and refuse; and to do related work as required.

REPORTS TO: Field Service Operations Manager

DISTINGUISHING CHARACTERISTICS (NON-CLASSIFIED)

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Field Service Operations Manager. Exercises lead supervision over crews.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, procedures and priorities.
- Plan, coordinate, supervise and review the work of the supervisors and crews engaged in refuse collection.
- Assist in development of equipment and material specifications.
- Receive, investigate and resolve all customer complaints and implement appropriate changes.
- Check all refuse collection equipment for needed maintenance and repair.
- Prepare cost estimates for refuse collection projects.
- Requisition materials and supplies.
- Inspect work in progress and on completion, providing advice and assistance on difficult work problems.
- Maintain records of materials, time and equipment.
- Assist in budget preparation and administration.
- Coordinate refuse collection activities with other City departments, divisions and sections and with outside agencies.
- Supervise, train and evaluate subordinates.
- Maintain and log all requests from other departments/divisions.
- Schedule radio and camera repairs.

- Assist and participate in staff meetings.
- Maintain overtime and call-out records.
- Initiate and promote all general and tail-gate safety meetings.
- Develop and maintain safety procedures, records and training.
- Coordinate special events that require refuse collection services in the City.
- Respond to public inquiries.
- Respond to all emergencies with regard to City streets.
- Coordinate response, with Public Safety, on emergencies.
- Assist in City disaster drills.
- Assist in Division interviews and the hiring process.
- Investigate all legal claims against the Division.
- Directly supervise the work of crews involved in refuse collection, trash mitigation and the Riverside County Sheriff Department Work Release Program as needed.
- Oversee and administer the Solid Waste Weekend Program, including the work of assigned Weekend Crew Supervisors and the Riverside County Sheriff Department Work Release Program.
- Develop and implement effective employee training and safety programs.
- Oversee and monitor the design and layout of collection routes and schedules.
- Represent the Solid Waste Division on various committees throughout the City.
- Prepare reports and correspondence.
- Serve as Acting Field Service Operations Manager as required.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in all refuse collection activities.
- Types and level of maintenance and repair activity generally performed in refuse collection.
- Occupational hazards and standard safety precautions necessary in work.
- Geography of the City, including street layout and location.
- Safe work practices.
- Safe driving principles and practices.
- Effective and efficient methods and procedures for scheduling and assigning the work of crews in refuse collection and disposal.
- Use and care of equipment commonly used in refuse collection.

- Local refuse collection policies and procedures.
- Principle and practices of supervision, training, and performance evaluation.

Ability to:

- Keep records and make reports.
- Create various documents using Microsoft Office programs such as Word and Excel.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Plan, lay out, schedule, and inspect the work of a number of crews engaged in refuse collection and disposal.
- Perform complete inspections and prepare reports.
- Supervise, train, and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Twelve units or equivalent in classes dealing with supervision preferred. Completion of supplemental classes in solid waste management is desirable.

Experience: Five years supervisory experience in refuse collection and disposal, or five years of experience as a crew leader or supervisor in a field maintenance related area or four years of experience as a Solid Waste Collection Supervisor I.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License. Class "B" license is highly desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Solid Waste Collection Supervisor II

TO: