

3410
3411 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

1/26/10
Revised

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

DEFINITION

Under general supervision, to assist in the planning, scheduling and supervision of specified refuse collection crews and routes; and to do related work as required.

REPORTS TO: Solid Waste Collection Supervisor II

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 Solid Waste Collection Supervisor II. Exercises general supervision over Solid Waste Collectors I, II, and III; RESET Workers and Street Maintenance Worker assigned to the Solid Waste Division.

EXAMPLES OF DUTIES

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

- Supervise the work of refuse collection crews.
- Train crews in accepted collection methods and practices including public relations and safety.
- Inspect collection routes and observe collection personnel for adherence to proper procedures and practices.
- Investigate and resolve customer complaints and make appropriate recommendations.
- Assist in the design and layout of specific collection routes and schedules.
- Train, supervise and evaluate the performance of assigned crew members.
- Perform heavy manual refuse collection work during periods of personnel shortage.
- Operate an automated refuse truck or other vehicles during periods of personnel shortage.
- Prepare time cards, accident, injury and equipment reports.
- Assist in storm control activities such as placing of sandbags and barricades and picking up of litter or debris.
- Report hazardous conditions.
- Participate in special City events as required.
- Respond to inquiries from the public.
- Respond to emergencies as directed by public safety officials.

- Report on criminal activities.
- Report any illegally parked vehicle.
- Perform minor repairs on machines and equipment used in refuse collection.
- Perform daily pre and post trip vehicle inspections of assigned vehicle.
- Clean and wash refuse scooter and/or truck as required.
- Plan, coordinate and supervise the trash mitigation program.
- Assist in planning, coordinating and supervising the Riverside County Sheriff Department Work Release Program as required.
- Respond to oil spill locations as needed and mitigate hazards.
- Maintain crew safety and conduct safety and training meetings.
- Investigate illegal dumps, including gathering evidence and documentation for potential prosecution by the City Attorney.
- Assist in regulating private and commercial refuse collection franchises.
- Prepare collection routes and staffing reports.
- Assist in the design and layout of specific routes and schedules.
- Serve as Acting Solid Waste Collection Supervisor II as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision, training and performance evaluation.
- Computers and related equipment; software including word processing and excel applications at a basic level.
- Use and care of heavy equipment and vehicles commonly used in refuse collection.
- Accepted methods and procedures for scheduling and assigning collection or field crews.
- Local refuse collection policies and regulations.
- Safe work practices.
- Safe lifting techniques.
- Safe driving principles and practices.
- Basic principles, practices and methods of handling or responding to hazardous spills.

Ability to:

- Assist in planning and scheduling the work of multiple crews.
- Perform complete inspections and prepare reports.

- Supervise, train and evaluate subordinates.
- Work overtime as required.
- Administer the County of Riverside's Sheriff Work Release Program.
- Operate a variety of equipment used within the Division (i.e. forklift, motor sweeper and various refuse trucks/vehicles).

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. Supplemental classes in solid waste management are highly desirable.

Experience: Three years of experience operating a side loader or automated refuse truck and heavy work in the collection of garbage and refuse on a designated route, or as a crew leader or supervisor in a field maintenance related area.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid class "B" California Motor Vehicle Operator's License with appropriate endorsements within 12 months of appointment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Solid Waste Collection Supervisor I

TO: Solid Waste Collection Supervisor II