

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

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SOLID RESOURCES SUPERINTENDENT, 4102

Summary of Duties: Plans, organizes, directs and coordinates the work of employees engaged in solid resources collection, disposal planning and recycling activities in a major district or program of the City; applies sound supervisory techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Solid Resources Superintendent is responsible for planning, budgeting, directing, coordinating, implementing and administering solid resources collection, disposal and recycling activities of a major district or program of the City. Employees of this class are responsible for seeing that solid resources collection schedules established by division management are met. A Solid Resources Superintendent is responsible for the preparation of reports and recommendations upon which policy level decisions are based. Assignments are received from the Division Head or Assistant Division Head of the Recycling and Collection Division of the Bureau of Sanitation in the form of directives and policy statements. Work is evaluated by results obtained. Employees in this class are responsible for the performance of the full range of supervisory activities including discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties:

A Solid Resources Superintendent:

- develops, prepares and administers the budget for an operating district, or program;
- directs and coordinates the preparation and maintenance of district or program operating records and reports including computer reports;

- studies and analyzes the economy and efficiency of district or program activities;
- analyzes cumulative daily operating records to determine collection, personnel and equipment needed to meet collection schedules;
- adjusts daily assignment of personnel to crews to achieve maximum utilization of personnel and equipment;
- investigates and resolves the more difficult complaints from the public;
- prepares reports on the resolution of complaints and special personnel problems, requests for changes in service, and other special operating reports;
- maintains liaisons with refuse equipment personnel regarding daily vehicle requirements, maintenance and repair needs and operating standards;
- maintains liaisons with other City agencies on such matters as enforcement of regulations concerning community sanitation;

Examples of Duties (cont.):

- reviews the findings of accident investigation panels;
- directs employee training programs and may assist in training Refuse Collection Supervisors;
- approves recommendations concerning personnel problems and makes recommendation on the more difficult matters;
- assists supervisors in counseling and handling difficult personnel problems;
- communicates equal employment/affirmative action information to employees;
- applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- may direct the scheduling of vacations for district personnel;
- may be assigned to City-wide activities in connection with the administrative and operational phases of solid resources collection activities.

May occasionally be assigned to other duties for training purposes or to meet technological changes.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- the operation of the Solid Resource Collection and Disposal Division;
- standard practices and procedures governing the establishment and modification of collection and disposal of garbage, rubbish, and dead animals;
- the methods, procedures, standards, materials, equipment and personnel necessary for efficient collection service in a major district of the city;

- budget requirements and methods of planning and administering refuse collection work;
- supervisory practices and principles including planning, delegating, and controlling the work of subordinates;
- the techniques of training, instructing and evaluating work performance of subordinates;
- grievance handling procedures;
- supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- effective safety principles and practices.

A working knowledge of:

- memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

- City personnel rules, policies and procedures;
- Federal, State, and local laws and regulations involving solid resources collection, processing, and disposal, composting, recycling and solid waste planning.

The ability to:

- plan, organize, direct, control, and evaluate a variety of administrative management, technical and operational activities in a major district or program in the City;
- prepare and present written and oral reports and recommendations concisely, completely, logically, convincingly;
- review and evaluate and obtain effective solutions to problems in district or program operations;
- deal tactfully and effectively with subordinates, management, and the public;
- establish and maintain a work environment to enhance both employee morale and productivity;
- apply sound supervisory principles and techniques;
- fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements: One year of experience as a Refuse Collection Supervisor or in a class which is at least at that level supervising the collection or disposal of municipal wastes.

After appointment a Solid Resources Superintendent may be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid according to established rates.

License: A valid California driver's license is required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.