

Summary of Duties: Plans, organizes, directs, and coordinates the work of employees engaged in City solid waste disposal activities both in open and closed landfills; applies sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An employee of this class serves as the head of the City Refuse Disposal Division. Major responsibilities include planning and supervising operations at open and closed landfills; reviewing, modifying, and approving plans for landfill construction, expansion, and maintenance; evaluating the efficiency of various types of disposal methods and determining new methods to improve efficiency and reduce costs; and communicating landfill policies and needs to City management, other agencies, and the public. Assignments are received from the Director or Assistant Director Bureau of Sanitation in the form of directives and policy statements and work is evaluated by results obtained.

A Solid Waste Disposal Manager differs from a Solid Waste Disposal Superintendent in that the former is responsible for long range planning and review of solid waste disposal operations at open and closed landfills and communication of solid waste disposal activities and issues to City management, regulatory agencies, and public groups; while the latter is responsible for the daily disposal operations and maintenance and construction activities at an open or closed landfill.

Incumbents of the class of Solid Waste Disposal Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties:

A Solid Waste Disposal Manager:

Supervises the disposal of household refuse in an open City landfill, the construction of new landfill areas, and the maintenance of closed landfill areas.

Discusses construction and excavation concerns with City and consultant engineers who are developing plans for construction and excavation projects.

Reviews and approves construction plans and blueprints to insure constructability and develops schedules of time, material, and personnel; and identifies equipment needs, cost of projects, and safety concerns.

Approves subordinate supervisor recommendations such as the proper placement of refuse, areas of excavation, and

traffic patterns.

Uses information from subordinate supervisors to make determinations of needs for modification or replacement of equipment.

Personally inspects work of subordinates by visiting work areas to ensure that work is done according to plans and schedules, safely, and with efficient use of personnel and equipment.

Notifies appropriate agency when informed by subordinate supervisors or gas maintenance crew of emergency problems with gas emissions, migrating gas, water quality, windblown litter, flooding, fire etc., makes recommendations and agrees on solutions to resolve the problem, and takes necessary steps to resolve the problem.

Insures the safe and proper collection and disposal of special hazardous waste problems such as unmarked waste, medical waste, and extremely hazardous materials.

Discusses with and reads reports from Superintendents and other employees to identify need for carpentry, electrical, and equipment contracts.

Writes or reviews reports or correspondence prepared by subordinates on matters such as progress of daily operations, special programs, landfill operations and activities, and budget recommendations to Department management, the public, regulatory agencies, and other interested parties.

Develops three to five year landfill operational plans and evaluates Bureau needs for facilities, equipment, and personnel.

Approves plans for next six months to one year for landfill operation such as placement of refuse; alignment of roads for traffic patterns; preparation for wet weather; maintenance needs for gas collection, drainage, irrigation, and landscaping; and budgetary considerations such as personnel and equipment.

Participates in meetings with operators of transfer stations, compost facilities, and other landfills to decide on feasibility of projects which will affect City solid waste management, to provide expertise, and determine if the project will be feasible.

Analyzes cumulative daily operating records to anticipate operating requirements and assigns personnel and equipment to meet federal, state, county, and City disposal, construction and/or maintenance requirements.

Schedules work jointly done by City and contractual employees, orients contractor personnel to landfill operations including safety and traffic patterns, monitors progress of project, and obtains final approval by Contract Administration by conducting joint final inspection to insure contracted projects are properly completed.

Reviews written and oral reports from subordinate supervisors of accident investigations and takes

appropriate action such as scheduling and chairing accident panel and recommending discipline or other corrective action in order to avoid recurrence of accidents.

Attends meetings with the public and regulatory agencies in order to explain and answer questions about landfill operations or to provide information about City's compliance with mandated regulations, discuss future plans, and obtain information necessary to better interpret regulations.

Reviews and interprets proposed and enacted laws and regulations for the effect on solid waste management operations to make recommendations for an appropriate Bureau response.

Reviews and interprets laws, codes, ordinances, and/or regulations such as those governing disposal of household refuse, disposal of hazardous and/or toxic wastes, or types of materials that can be accepted at the landfill to provide correct information to field personnel, customers, and other interested parties and to provide explanations.

Reviews and approves standard forms completed by subordinates such as daily operating logs, equipment service records, and accident reports which are required by Department procedures.

Holds regular weekly meetings with staff to provide explain, and/or exchange information, discuss work assignments, set priorities, and/or provide direction and guidance.

Trains and orients new subordinate supervisors and identifies training needs and requests or recommends special training for subordinates.

Designs and updates Division training programs either independently or by working with consultants in order to insure that training is job-related and meets changing solid waste management requirements.

Reviews, discusses with, provides guidance to subordinate supervisors, and may personally handle difficult personnel problems such as grievances, disciplinary matters, and discrimination complaints; may meet with the affected employee; and makes written and/or oral reports on these matters to the next level of management in order to comply with good personnel practices and other requirements such as City and Department, policies, rules and regulations, and memoranda of understanding.

Keeps records on work of subordinates, evaluates their performance, and meets regularly with them to discuss their evaluations in order to provide positive feedback and to improve work performance.

Observes interaction of subordinates and informs them of City and department policies in order to prevent possible sexual harassment and/or expressions of racial, ethnic, religious, or other bigotry.

Complies with the City Affirmative Action plan in such matters as assigning work, providing training, or helping employees prepare for promotion and sees that subordinates are informed about the City's affirmative action policies in order to help develop better acceptance and working relationships among various groups of employees. Insures that an adequate Division safety program is maintained through training, personal inspections, and compliance with OSHA and SB198 requirements.

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

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

Standard practices and regulations governing siting and permitting open and closed landfills sufficient to assure compliance with regulatory requirements, determine costs of siting and permitting, and provide recommendations regarding the feasibility of developing the landfill.

Sources of information such as regulatory agencies, engineers, consultants, contractors, and specific City, County, and State laws, ordinances, codes, and regulations for purposes of assuring proper permits, proper landfill design, proper construction of landfill projects, and compliance with regulatory requirements.

Engineering plans and landfill construction sufficient to insure proper completion of construction and maintenance projects such as haul roads, maintenance benches, gas and drainage systems, and leachate collection systems of a landfill.

Construction and maintenance practices relating to large scale excavations, drainage systems, landscaping and irrigation systems, and methane gas collection systems sufficient to assure proper operation of a sanitary landfill.

Effects of emergencies at the landfill such as migrating gas, windblown litter, hazardous waste, or flooding sufficient to determine necessary actions to take, or who to notify and when to ask for help.

Capabilities of construction equipment such as bulldozers, scrapers, graders, backhoes, excavators, compactors, pipe layers, fork lifts, cranes, and other apparatus used in the construction of a landfill sufficient to determine equipment needs for landfill construction and maintenance projects, maintenance requirements, and to request new and replacement equipment in the annual budget.

Budgetary procedures sufficient to maintain adequate operational performance of the Division.

Arithmetic sufficient to perform such calculations as weekly tonnage averages, time required for construction and excavation projects and to fill designed disposal areas, and adding up costs of budget requests.

SCAQMD Regulation 1150 and 1150.1 sufficient to insure landfill compliance with gas emission control provisions.

Supervisory principles and practices, including planning, delegating, and controlling, the work of subordinates.

Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.

Equal Employment Opportunity and sexual harassment policies sufficient to detect and correct offensive behavior.

Techniques for counseling, disciplining, and motivating subordinate personnel.

City personnel rules sufficient to advise employees, approve personnel related actions, and assure compliance with those rules.

Techniques of training, instructing, and evaluating subordinate's work performance.

Common landfill hazards which contribute to accidents and injuries sufficient to recognize them, issue instructions for corrective action, and provide orientation safety training.

A working knowledge of:

Effects of wind, rain, and earthquakes sufficient to determine when it is necessary to close the landfill.

Refuse disposal and cell construction techniques sufficient to provide proper cover and compaction of trash, drainage and lift construction, gas collection system installation, and dust control.

Types of material that can be accepted at a landfill sufficient to reject unsuitable material.

City and State laws, ordinances, codes, regulations, permit conditions, and other documents sufficient to insure compliance with SCAQMD, California Waste Management Board, Regional Water Board, Building and Safety, and City Planning Department requirements for landfill construction and maintenance, gas collection systems construction and maintenance, drainage controls, water contamination, daily tonnage inflow, and traffic flow.

Results of the tests used at landfill and solid waste disposal sites such as tests for compaction, air quality, groundwater quality, and gas migration sufficient to determine when corrective actions are necessary.

Vehicle Code provisions and principles of safe driving sufficient to observe for safe operation on highways and landfills by drivers of landfill assigned vehicles such as water trucks, 10 wheel dump trucks, and equipment move trucks.

RFP procedures and requirements sufficient to participate in the RFP evaluation process and selection of a recommended contractor.

The Site Safety Plan sufficient to insure compliance with requirements for safe equipment operation, handling of household hazardous waste, protective clothing, shoring, and general safety practices.

The SB198 injury and illness program sufficient to apply the provisions to landfill operations to insure a safe work environment.

The provisions of CCR Title 8 Industrial Safety Orders sufficient to provide training in OSHA requirements to subordinate employees, observe work sites for unsafe conditions, investigate causes of accidents, and determine preventive measures.

Memoranda of understanding provisions as they relate to subordinate personnel.

A general knowledge of:

Operation and unloading of various vehicles such as refuse collection vehicles, transfer vehicles, street maintenance vehicles, water trucks, and 10 wheel dump trucks sufficient to observe them for safe operation and for conformance with applicable City and State laws and regulations.

Ordinances governing the disposal of household hazardous waste sufficient to provide general information to the public.

Laws and ordinances relating to refuse collection sufficient to provide general information to the public.

The ability to:

Plan refuse disposal operations sufficient to make the most efficient use of available landfill space, crews, and equipment.

Interpret bar charts, pie charts, and other statistical information sufficient to plan efficient use of landfill space, equipment, and personnel.

Communicate in writing sufficient to clearly transmit operational, technical, and other information in memos, letters, and/or reports; to complete standard forms; to obtain or provide information; or to justify recommendations.

Interact with others with perseverance, patience, and tact sufficient to explain requirements of City, County, and State laws, ordinances, codes, and regulations to persons who may be emotional and/or hostile.

Establish and maintain a work environment to enhance both employee morale and productivity.

The Physical Ability to:

Efficiently review and edit the written work of subordinate employees;

Communicate effectively with subordinates, supervisors, co-workers, the public, and others for purposes of insuring proper and timely completion of assigned work, evaluating employee performance, selecting new employees, training, resolving conflicts, conducting and/or providing information at meetings, and other job-related activities;

Efficiently review and interpret a large daily volume of documents such as correspondence, reports, maps, blueprints, and construction plans;

Efficiently inspect ongoing maintenance, construction, and disposal activities of subordinates on uneven or rough terrain during good or inclement weather;

Efficiently inspect landfill integrity and landfill systems, such as methane gas, leachate, and irrigation systems during good or inclement weather;

Manipulate reports, maps, blueprints, and other items that may on occasion weigh up to 20 pounds; and

Use a telephone to provide and gather information.

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 reasonably accommodate the limitation.

Minimum Requirements:

Two years of full-time paid experience in a class at the level of Solid Waste Disposal Superintendent supervising or coordinating the work of supervisors and their crews in refuse disposal work or other large scale earth moving or road grading activities; or two years in a class at the level of Construction and Maintenance Supervisor supervising personnel in an organization with diversified field crew operations is required.

Appointment to this position is subject to a one-year probationary period as provided by Section 109 of the Los Angeles City Charter.

License: A valid California driver's license may be required.

Fair Labor Standards Act Status:

The position in this class qualifies for an executive exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

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.