

**Summary of Duties:** Plans, organizes, directs, and coordinates the work of solid waste disposal personnel engaged in solid waste disposal activities; or assists in such work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** An employee of this class is responsible for directing, coordinating, and implementing the disposal of refuse and construction and maintenance activities at open and closed landfills, which may include exposure to weather conditions and materials found in landfills such as methane gas, condensate, and leachate. They are required to analyze construction plans, blueprints, maps sketches, specifications, and give assignments and make recommendations based on these plans. Employees of this class are responsible for seeing that open and closed landfills are operated and maintained in accordance with various local, state, and federal regulatory agency requirements. They have an important public relations responsibility in responding to requests for information and/or resolving complaints. Supervision is exercised and received through review of operating reports and evaluation of results obtained as well as through field inspectors of the work.

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

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

**Examples of Duties:**

**A Solid Waste Disposal Superintendent :**

Directs and coordinates refuse disposal operations and maintenance and construction projects at open and closed landfills.

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; to develop schedules of time,

material and personnel; and to identify equipment needs, costs of projects, and safety concerns.

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

On a day to day basis, approves subordinate supervisor recommendations such as the proper placement of refuse, areas of excavation, and traffic patterns.

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.

May insure the safe and proper collection and disposal of potentially hazardous waste problems such as unmarked waste, medical waste, and extremely hazardous materials.

May schedule hazardous material training program for hazardous waste specialists to insure safe and proper collection and disposal of hazardous waste.

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.

Examines and/or discusses with subordinate supervisors at regular intervals records of operations under the Superintendent's supervision such as daily logs, attendance rosters, disciplinary records, and evaluations to insure they are kept accurately and adequately by using standardized forms and methods of storing information.

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, other regulatory agencies, and other interested parties.

Develops plans for next six months to one year for landfill operations 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.

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.

May participate 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.

Assists in preparation of annual budget request for Division by anticipating future needs, reviewing recommendations of subordinate personnel, writing justification reports for individual budget requests, deciding on which requests to include, submitting to Division Manager, and providing necessary follow up justifications.

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

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

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.

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

Holds and/or attends meetings with the public in order to explain and answer questions about landfill operations.

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 management requirements.

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.

Reviews, discusses with, and 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 practice and other requirements such as City and Department, policies, rules and regulations, and memoranda of understanding.

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.

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.

Insures that an adequate Division safety program is maintained through training, personal inspections, and compliance with OSHA and SB198 requirements.

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 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:**

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.

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.

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.

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.

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

Sources of information such as regulatory agencies, engineers, consultants, and 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.

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.

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

Unloading procedures of refuse collection vehicles, transfer vehicles, street maintenance vehicles, and other vehicles that use the landfill sufficient to observe them for safe operation and for conformance with applicable City and State laws and regulations.

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

Supervisory principles and practices including planing, 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.

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

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

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 SB 198 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.

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

Techniques for counseling, disciplining, and motivating subordinate personnel.

**A working 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.

Materials to be collected in recycling programs sufficient to provide general information to the public.

Vehicle Code provisions, principles of safe driving, and operations, such as proper load covering and proper placement of equipment, sufficient to observe landfill assigned vehicles such as water trucks, 10 wheel dump trucks, and equipment move trucks for safe operation.

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

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

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.

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.

Regulations and requirements governing proper transportation of heavy equipment sufficient to insure safe and legal movement between work sites.

Laws and ordinance governing the disposal of household hazardous waste sufficient to plan and direct the activities of the Hazardous Waste Crew.

Memoranda of Understanding provisions as they relate to subordinate personnel.

**A general knowledge of:**

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

**The ability to:**

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.

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.

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.

Direct and coordinate work of various crews at open and closed landfills;

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, 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, files, 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 occasion weigh up to 20 pounds; and

Use a telephone to provide and obtain 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 limitations.

**Minimum Requirements:**

Two years of full-time paid experience in a class at the level of Equipment Supervisor supervising work crews involved in large scale landfill construction and maintenance activities, earthmoving activities, or road grading projects.

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

**Fair Labor Standards Act Status:**

All of the positions in this class qualify 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.