Summary of Duties: Administers or assists in administering the Bureau of Sanitation in the Department of Public Works; directs or assists in directing the operation and maintenance of the sewer and storm drain collection system, wastewater treatment and disposal, industrial waste, and refuse collection and disposal activities throughout the City; and does related work.

Distinguishing Features: Under the authority of the Board of Public Works, employees of these classes are responsible for the planning, direction of, and results achieved from the City's solid and liquid waste collection, treatment, and disposal programs. Directives are received by these employees in the form of general objectives to be attained, and they are responsible for directing the planning and financing of operations accordingly. They recommend and implement policies, formulate work procedures, analyze reports and recommendations of subordinates, personally inspect work in the field, and judge the efficiency of operations in terms of results attained.

Although the primary responsibility is for economical and efficient operation, the work entails public relations responsibilities and the exercise of engineering judgment and technical skill in making and directing studies of financing, methods, and equipment, and in establishing specifications and standards for equipment, plants, and services to meet operating requirements. Assignments and instructions are received by the Assistant from the Director and difficult, controversial, or policy problems are referred to the latter for discussion and decision.

Examples of Duties: Director Bureau of Sanitation: Directs the long range overall planning of operations and the establishment and maintenance of facilities for City wastewater treatment and disposal activities, sewage and storm drain collection system, and the collection and disposal of refuse; directs a program for controlling the discharge of industrial waste products into public sewers and storm drains; directs the preparation of studies, analyses, and plans regarding costs, policies, and methods applicable to existing and proposed operations, services, and facilities; consults with design engineers, manufacturers' representatives, and City and other governmental officials on matters of mutual concern; supervises the preparation of specifications for new equipment and operation contracts; reviews and approves the assignment of personnel and the allocation of equipment; makes field inspections of operations, buildings, plants, equipment, disposal sites, and locations for proposed expansion of facilities; directs the preparation of work programs and budget requests; prepares or directs the preparation of reports, recommendations, correspondence, and directives; represents the City or the Bureau in committee hearings and at conferences; and may delegate responsibility for any of the foregoing.
Assistant Director Bureau of Sanitation: The Assistant Director performs any of the above duties assuming responsibilities as assigned by the director; exercises general supervision over the personnel engaged in the various activities of the Bureau; makes investigations, and prepares board reports, letters, recommendations, and memoranda regarding the development and execution of plans and operating techniques for sewer maintenance, wastewater treatment and disposal, storm drain maintenance, refuse collection and disposal, and the operation of City waste disposal sites; represents the Director at meetings and conferences, and acts as head of the Bureau of Sanitation in the absence of the Director; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Assistant Director          Director
Bureau of                Bureau of
Sanitation               Sanitation

Knowledges:              
Functions and objectives of the Bureau of Sanitation; Good Good
Methods, procedures, and practices employed in the collection and disposal of all types of refuse and industrial waste, the maintenance and operation of waste water pumping, treatment, and disposal plants, land reclamation disposal sites, and sewers and storm drains; Good Good
Economic and practical aspects and the engineering problems involved in developing and operating waste collection, treatment, and disposal systems; Good Good
Technological developments and the sources information in the field of waste disposal engineering; Good Good

Assistant Director          Director
Bureau of                Bureau of
Sanitation               Sanitation

Knowledges:              
Provisions of state and local sanitation laws and regulations applicable to the collection, treatment, and disposal of
refuse, industrial waste, and waste water; Good Good

Safety principles and practices; Good Good

City personnel rules, policies and procedures; Good Good

Memoranda of understanding as they apply to subordinate personnel; Good Good

Principles and practices of public administration, including budget preparation and personnel management; Working Good

Laws and regulations related to equal employment opportunity and affirmative actions; Working Working

<table>
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<tr>
<th>Abilities:</th>
<th>Assistant Director Bureau of Sanitation</th>
<th>Director Bureau of Sanitation</th>
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<tr>
<td>Formulate and implement new plans, programs, and policies;</td>
<td>X</td>
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<td>Direct and coordinate the work of a number of large organizational units;</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Analyze studies and surveys of costs, operating methods, and techniques and to develop appropriate changes and improvements;</td>
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<td>Conduct correspondence and to handle administrative detail;</td>
<td>X</td>
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<td>Deal tactfully and effectively with employees, officials, and the public.</td>
<td>X</td>
<td>X</td>
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</table>

Requirements for Director Bureau of Sanitation:

1. Two years of experience in a position at least at the level of Senior Sanitary Engineer in the design, construction, or operation of municipal waste collection, treatment, or disposal facilities; or
2. Two years of experience in a position at least at the level of Chief Administrative Assistant directing a staff of professionals engaged in feasibility studies, cost analyses and long-range planning of City facilities and projects affecting waste collection, treatment, or disposal activities; or

3. Two year experience as:
   a. the head or assistant head of a City department or Public Works bureau directing City-wide field operations, or
   b. the head or assistant head of a major division in the Department of Water and Power in a position at least at the level of Senior Sanitary Engineer directing City-wide field operations, or

4. Two years of managerial experience as the head of a major division of a Sanitation District for a metropolitan area with a population of at least 650,000 with responsibility for planning and directing the engineering, operation or maintenance functions of wastewater treatment plants, wastewater collection and disposal systems, water quality and treatment systems, or waste to energy projects.

Requirements for Assistant Director Bureau of Sanitation:

Two years of administrative or management experience at the level of Senior Sanitary Engineer in the design, construction, or operation of municipal waste collection, treatment, or disposal facilities.

Appointment to a position in these classes is subject to a one year probationary period as provided by Section 109 of the City Charter.

License: Both Classes: A valid California driver's license.

Physical Requirements: Both Classes: Strength to perform average lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.
Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

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 the duties and responsibilities of any position
shall be.