

Date Adopted: 10/89  
Code: 2710

CITY OF HEMET

REFUSE SUPERINTENDENT

DEFINITION

Under administrative direction, directs, plans, and organizes the City refuse and street sweeping operations; performs related duties as required.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Plans, coordinates, supervises, and inspects the collection of refuse and its transfer to disposal sites; street sweeping; and refuse container distribution, control, and maintenance.
2. Determines work assignments and utilization of personnel and equipment; develops and prepares bid specifications for equipment.
3. Prepares and administers budget; manages purchasing and records maintenance activities for refuse collection and street sweeping.
4. Supervises and participates in response to customer inquiries and complaints; oversees development and operation of techniques and procedures designed to provide responsive customer service and customer education.
5. Develops and monitors in-service training of refuse personnel on various routes, schedules, and equipment operation.
6. Selects, evaluates, counsels, and disciplines personnel.
7. Coordinates refuse collection, transporting and disposal activity with other City departments and with outside agencies.
8. Directs the development, implementation, and operation of various programs such as household hazardous waste collection, recycling, and automated refuse collection services.
9. Represents the City to other agencies in performing special studies and participating in regional efforts to address solid waste issues.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include specialized training in solid waste management, Public or Business Administration, or a related field, and four years experience in refuse collection, including at least two years as a supervisor.

Knowledge, Skills, and Abilities

Knowledge of methods, equipment, materials, and work practices involved in refuse and street sweeping collection; principles of supervision, training, and evaluation; safe work practices and programs; solid waste management; equipment operation and maintenance; budget preparation and control; records maintenance and report preparation; techniques for scheduling crews and equipment; and customer relations. Ability to plan City refuse and street sweeping operations; select, train, and evaluate staff; schedule and coordinate personnel and equipment; maintain an effective employee safety program; coordinate activities with other City departments and outside agencies; conduct studies of refuse collection and street sweeping operations; prepare and administer the budget; prepare reports and communicate effectively, orally and in writing; assist in the development of equipment standards and specifications; establish and maintain cooperative working relationships.

Special Requirements

Possession of or the ability to obtain a valid Class III California driver's license and a satisfactory driving record.