



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****12-06-01 SANITATION SOLID RESOURCES MANAGER, 4126**

**Summary of Duties:** Plans, organizes, directs and coordinates the work of employees engaged in the City's solid waste management program activities including: engineering, curbside collection, landfill maintenance, and closure and construction, container services, municipal recycling programs, mulching and composting or assists in such work; applies supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** A Sanitation Solid Resources Manager serves as the head, assistant head, or manager of district yards, or major Solid Resources activities, of the Solid Resources divisions in the Bureau of Sanitations. Major responsibilities include: planning and supervising the City-wide collection of recyclables, yard trimmings and refuse, evaluation of the efficiency of various types of collection and construction equipment, selecting and purchasing or modifying equipment, and determining methods to improve efficiency and reduce costs, performance of City-wide recycling programs, construction activity at City owned landfills and for other City departments and solid resources engineering projects. Assignments are received from the Director, Assistant Director, or Solid Resources managers of the Bureau of Sanitation in the form of directives and policy statements and work is evaluated by results obtained. Incumbents are responsible for the performance of the full range of supervisory activities including; application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

**Example of Duties:**

- ↴↴ Directs the curbside collection of residential recyclables, yard trimmings, refuse, and dead animals throughout the City;
- ↴↴ Supervises the City-wide recycling programs and activities;
- ↴↴ Directs landfill closure, construction, and mulching/composting operations;
- ↴↴ Prepares studies on the most efficient use and routing of equipment;
- ↴↴ Reviews operational, personnel and equipment utilization, and cost reports;
- ↴↴ Allocates personnel to refuse collection districts, landfill operations, Solid Resources engineering, and City-wide recycling activities;
- ↴↴ Investigates difficult customer complaints;
- ↴↴ Investigates employee behavior and recommends disciplinary action or commendations as indicated;
- ↴↴ Prepares budget requests;
- ↴↴ Supervises employee training and safety programs;
- ↴↴ Reviews findings of accident investigation panels;
- ↴↴ Suggests policy changes and interprets policies to operating personnel;
- ↴↴ Recommends improvements in Solid Resources operations;

- ↴ Checks work and complaints in the field;
- ↴ Directs the assignment of personnel and routing of trucks used for collection, landfill maintenance and construction, and City-wide recycling operations;
- ↴ Investigates and evaluates new developments in Solid Resources Management methods;
- ↴ Reviews engineering plans and work progress in the layout and modification of new or existing facilities;
- ↴ Assists in the development of specifications for Solid Resources equipment;
- ↴ Recommends improvements in personnel procedures and reviews personnel problems not resolved at lower levels;
- ↴ Requests new equipment and replacements;
- ↴ Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan;
- ↴ 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 be assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A knowledge of:**

- ↴ Methods, procedures, standards, materials, solid resources equipment, and personnel necessary for an effective and efficient City-wide curbside collection, landfill engineering and construction, and City-wide recycling programs;
- ↴ Laws and ordinances governing the solid resources management activities;
- ↴ Rules and regulations of the Solid Resources Divisions in the Bureau of Sanitation;
- ↴ Standard practices and procedures governing the establishment and modification of refuse collection, construction and engineering and City-wide recycling field activities;
- ↴ Budget requirements and methods of planning and administering a comprehensive Solid Resources Management programs for a large city;
- ↴ Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- ↴ Techniques of training, instructing and evaluating subordinate work performance;
- ↴ Techniques for counseling, disciplining and motivating subordinate personnel;
- ↴ Procedures for grievance handling;
- ↴ Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- ↴ Effective safety principles and practices in Solid Resources field work;
- ↴ Laws and regulations related to equal employment opportunity and affirmative action;
- ↴ City personnel rules, practices and procedures;
- ↴ Memoranda of understanding as they apply to subordinate personnel;

**The ability to:**

- ↴↴ Plan, direct, coordinate and review, through subordinate supervisors, the activities of a City-wide Solid Resources Management program;
- ↴↴ Establish and maintain a work environment to enhance both employee morale and productivity;
- ↴↴ Apply sound supervisory principles and techniques and fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program;
- ↴↴ Deal tactfully and effectively with City officials, employees, and the public;
- ↴↴ Communicate effectively, both orally and in writing.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties in this class. 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.

**Minimum Requirements:**

1. Two years of full-time paid experience as a Refuse Collection Superintendent or in a class which is at least at that level supervising or coordinating the work of supervisors and their crews engaged in solid resources management work; **or**
2. Three years of full-time paid experience as a Refuse Collection Supervisor or in a class which is at least at that level supervising or coordinating the work of personnel engaged in solid resources management work; **or**
3. Two years of full-time paid experience in a class at least at the level of Senior Management Analyst supervising administrative or technical personnel in an organization with a diversified work program involving both office activities and field crew operations.

Appointments to this class are subject to a one-year probationary period under the provisions of Section 1011 of the Los Angeles City Charter.

A valid California Drivers License may be required for this position.

**Physical Requirements:** Strength to perform average lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; good eyesight. Persons with handicaps may be capable of performing the duties of this class. Such determination must be made on an individual basis.

**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 qualification of any position shall be.