

SOLID WASTE MANAGEMENT ASSISTANT SUPERINTENDENT**NATURE OF WORK IN THIS CLASS:**

Assist in the administration of the programs, activities and operations of the Division of the Solid Waste Management of the Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, not do the examples cover all the duties which may be performed).

Assist the solid waste management superintendent in the planning and directing of programs and activities of the collection and disposal of solid waste operations, sewage sludge and abandoned vehicle operation.

Participate in the formulation of plans for the effective utilization of personnel and equipments and in directing surveys and effecting changes in routes to insure efficient, economical and equitable distribution of work.

Assist in administering solid waste management policies and procedures.

Participates in the investigation of complaints from the public and officials and initiates corrective actions.

Performs research and recommends improved methods and techniques for the collection and disposal of solid waste.

Coordinates pick up and disposal of abandoned vehicles and bulky waste materials.

Assist in advising administrative and operating officials and the public on solid waste management operation; coordinates activities with other related operations.

Assist in the preparation of the operational budget.

Maintains records and prepares reports.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods, practices and equipment involved in solid waste collection and disposal operation.

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Knowledge of the sanitary, public health and safety regulations governing the collection and disposal of solid waste.

Knowledge of local streets and locations.

Knowledge of budget preparation.

Ability to administer the programs and activities of the solid waste management operation.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes in organization policies and procedures to improve effectiveness.

Ability to work effectively, with the public and employees.

Ability to communicate, effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of progressively responsible experience in the collection and disposal of solid waste, and two years of supervisory experience; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: MAY, 1994

GRADE N



ELOY P. HARA
Executive Director
Civil Service Commission