GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist in administering and overseeing the refuse collection and disposal activities of the City. The class is responsible for assisting with organization and administration, coordinating collection and disposal operations, supervising administrative activities, inspecting subordinate work, and researching and evaluating policies. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Assists with divisional organization, administrative procedures, and related issues.
- Coordinates refuse collection and disposal operations of subordinate staff.
- Supervises staff, including selection or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Assists in annual budget preparation, oversees and approves expenditures and prepares financial forms and reports.
- Gathers and maintains information to support periodic and special reports which documents activities.
- Inspects subordinate work in order to ensure compliance with collection and disposal regulations.
- Researches and evaluates administrative and operational practices and makes recommendations for improvement.
- Assists other departments and other cities as directed.
- Reviews and analyzes information such as invoices, vouchers, bills for payment, and public complaints and/or requests for service for planning and determining sequence of operations.
- Manages and/or coordinates special projects and programs such as training and safety programs.
- Attends or conducts staff or other professional meetings and attends training classes to monitor and assist with instruction.
- Performs related tasks as necessary such as conducting staff meetings and reviewing personnel actions.
- Performs other related duties as assigned.

GENERAL STANDARDS

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<thead>
<tr>
<th>Data Involvement</th>
<th>Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.</th>
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<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.</td>
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<tr>
<td>Reasoning Requirements</td>
<td>Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.</td>
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<tr>
<td>Mathematical Requirements</td>
<td>Uses basic algebra involving variables and formulas; may compute ratios, rates, and percents.</td>
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<td>Language Requirements</td>
<td>Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs.</td>
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City of Chesapeake  
Class Title: Waste Management Operations Superintendent

**Mental Requirements**
Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Decisions/Supervisory Control**
Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, clients, and others in the general public.

**KNOWLEDGE, SKILLS, AND ABILITIES**

| Knowledge | Basic knowledge of waste management industry and practices is required. |
| Skills | Must possess strong leadership, communication and management skills. Excellent interpersonal skills, including teamwork, are necessary. Excellent analytical, planning and organizational skills are needed. |
| Abilities | Must possess the ability to work well with all functional levels in the organization and resolve complex problems. |

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

| Vocational/Educational Requirement | Requires an associate’s degree or any equivalent combination of education and experience in business, public administration, or a closely related field. |
| Experience | In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience. |
| Special Certifications and Licenses | Requires a valid driver’s license and a driving record that is in compliance with City Driving Standards. Class B Commercial Driver’s License. Certified by SWANA (Solid Waste Association of North America) as a Certified Collection Systems Professional or the ability to obtain same within twelve (12) months of hire. |

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/15