

Job Class Code: 4965	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

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

Data Involvement	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.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	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.
Mathematical Requirements	Uses basic algebra involving variables and formulas; may compute ratios, rates, and percents.
Language Requirements	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.

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 any combination of education and experience equivalent to an associate's degree 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.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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 07/06/20