



CITY OF CULVER CITY
invites applications for the position of:

Sanitation Dispatcher

An Equal Opportunity Employer

SALARY: \$31.31 - Hourly
\$5,427.76 – Monthly
\$65,133.12 - Annually

DEPARTMENT: Sanitation Dispatcher

OPENING DATE: 11/xx/2023

CLOSING DATE: 11/xx/2023 – 5:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

GENERAL DUTIES

- Receives telephone calls regarding residential, commercial or industrial sanitation service requests, complaints and general inquiries from the public; promptly and courteously obtains and records information regarding the call and takes action or routes the call to the appropriate staff.
- Initiates and routes refuse service order and receipt forms for commercial, industrial and special residential refuse collection; explains types of service available, and costs for various services rendered.
- Collects completed refuse service documents and disposal receipts from drivers and collectors.
- Operates a personal computer utilizing a window-based software program.
- Maintains and monitors records of refuse service orders and receipts, equipment and scale failures, inventory, and industrial bin collections.
- Arranges for delivery and retrieval of bins.
- May read electronic scale to determine if refuse disposal trucks are within legal weight limitations; may use calculator to add the numeric weight of front and rear axles to determine the vehicle's total weight.
- Maintains records of the weight of all refuse delivered to the Transfer Station and taken to disposal or salvage sites.
- Tabulates the weight of refuse delivered to and taken from the Transfer Station by individual vehicles.

- Prepares reports of Transfer Station operation and submits reports, with back-up detail, in accordance with an established schedule.

MINIMUM REQUIREMENTS

- High school graduation or equivalent
- Some office experience is required.
- Ability to: learn the policies and procedures used in the collection and disposal of refuse; maintain accurate records; prepare logs, forms, and reports; convey information verbally and in writing; operate a personal computer to access information files; and operate standard office equipment.

License and Certificates: Possession of a California Class C driver's license.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all examination components to be placed on the eligible list.

Examination Components

- **Written Test (weighed at 50%):** The written exam will measure knowledge of basic English and arithmetic skills, telephone etiquette, map interpretation and general office procedures. (Tentatively schedule for the week of November TBD,2023)
- **Appraisal Interview (weighed at 50%):** to evaluate training experience and personal qualifications (Tentatively schedule for the week of November TBD,2023)

ADDITIONAL INFORMATION:

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- **Background/ Reference Check:** Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the

City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment.

- Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

APPLICATIONS MAY BE FILED ONLINE AT:	Position #
http://www.culvercity.org/jobs	Sanitation Dispatcher

9770 Culver Blvd.
Culver City, CA 90232
Main Line 310-253-5640
