



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

SOLID WASTE & RECYCLING CREW SUPERVISOR (Job Code #_____)

Promotional – Only open to current City Employees

SALARY

The monthly salary for Solid Waste and Recycling Crew Supervisor is \$5,196.34 to \$6,342.22

HOW TO APPLY

Filing deadline:

A complete application, including copies or relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.

Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

THE POSITION

~~Under direction of~~ Plans, supervises and coordinates refuse collection, recycling and disposal. Ensures the attainment of objectives set by ~~the Sanitation Management~~ for the collection, separation, recycling and disposal of solid wastes; coordinates the operation and maintenance of the refuse transfer station facilities; maintains a competent, motivated work force by selecting, training, disciplining, developing, and evaluating solid waste and recycling crews; objectively and constructively evaluates the performance of crews; evaluates the quality and efficiency of sanitation solid waste and recycling crews by making regular and frequent inspections of work in the field, ~~reviewing daily work reports, and advising and directing sanitation crews in the improvement of work production and methods~~; responds to citizen inquiries and complaints promptly, completely and courteously; develops a work schedule for refuse collection, including establishing the priorities or work, developing route schedules, and assigning drivers and crews to trucks and routes; ~~makes daily assignments to sanitation crews in accordance with priorities set by sanitation management~~; supervises, and when necessary, performs the work of sanitation solid waste and recycling employees to assure assigned tasks are completed daily.; ~~assuring~~ employees operate equipment safely and perform collection duties to minimize ~~the litter on streets and alleyways~~; coordinates and schedules the timely removal of solid wastes delivered to the transfer station; maintains ~~various work~~ records related to development day to day solid waste and recycling operations; ~~reports informing~~ management on a regular basis of the performance of crews and operations; ~~assures~~ the proper maintenance and repair of refuse handling vehicles and equipment; ~~identifies better methods for meeting service demands through streamlining and improving work methods; based on fee schedules~~; accurately calculates the fee for special refuse collection pickups based on fee schedules and provides such estimates to the public; schedules the date of special pickups; ~~Assists in the more evaluates difficult and complex work tasks to ensure worker safety and that those~~ proper work methods are used.; ~~supervises the issuance of tools, materials, and supplies~~ and works with management and other supervisory staff to establish standard operating procedures for sanitation solid waste and recycling work activities to include safety guidelines and quality of performance standards.; ~~Supervises the City contracted street sweeping operations~~. Performs other related duties.

MINIMUM REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: High School graduation or equivalent and five (5) years of experience in solid waste operations.

LICENSE AND CERTIFICATES

Possession of a valid California Class A B driver's license, ~~when assigned to supervise the collection operation, and a Class A driver's license when assigned to supervise the disposal operation~~. Certification by an accredited institution of successful completion of a professional training course covering one of the following: solid waste management and operations, refuse collection, refuse transfer station operations, or industrial supervision shall be obtained within one (1) year ~~by completion of the probationary period of being appointed to this position~~.

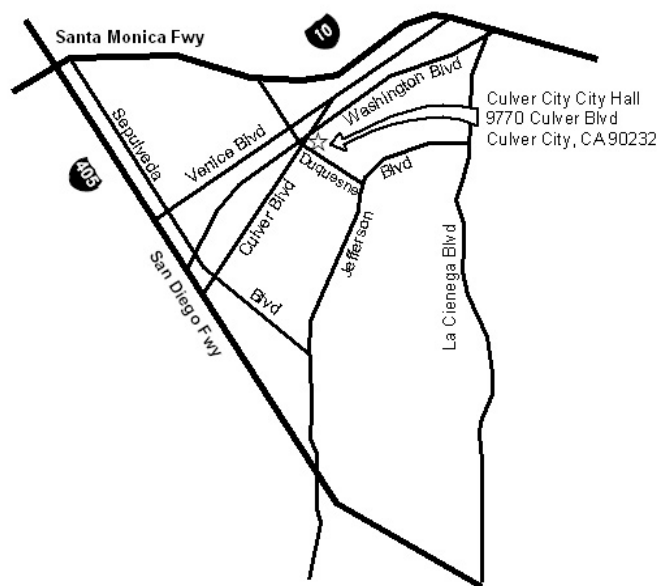
EXAMINATION PROCEDURES

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

COMPONENT	WEIGHT
• Written Test: To determine ability to complete reports, forms and coordinate a dispatch schedule	30%
• Counseling Exercise: To measure skill in supervising subordinates	30%
• Appraisal Interview: To evaluate training, experience and personal qualifications	40%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

RETIREMENT:	City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.
DEFERRED COMPENSATION:	Employees may voluntarily contribute to a city sponsored deferred compensation plan.
HEALTH BENEFITS:	Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.
LEAVE BENEFITS:	Include holidays, in-lieu time, sick and vacation.
UNIFORMS	Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.
CREDIT UNION AVAILABLE	

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.