

CLASS TITLE: REFUSE AND RECYCLING SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the supervision and coordination of refuse and recycling programs and investigations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs the work of subordinates
- Monitors service contracts related to refuse and recycling
- Researches and/or investigates issues or complaints arising from citizens and/or contractors
- Makes recommendations to management regarding the enforcement of ordinances, contracts, and regulations and applies appropriate corrective actions regarding any violations
- Performs data analysis and utilizes that information for reporting and tracking purposes so that work performed is based on identified needs
- Selects, evaluates, and trains subordinate personnel
- Provides an audit plan that best utilizes employees and services contracts resulting in appropriate diversion rates and best recycling results
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of progressively responsible experience in logistics, customer relations or a related field, including lead or supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the laws and ordinances governing City of Tulsa refuse and recycling collection; good knowledge of the geography of the City; and good knowledge of refuse collection and recycling methods, procedures, and techniques. Ability to enforce regulations with firmness and impartiality; ability to supervise the work of subordinate inspectors; ability to maintain records and prepare reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; and may be subject to walking, standing, sitting, balancing and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; obtain Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

Class Code: 3003

EEO Code: E-02

Pay Code: EX-32

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Group: Engineering, Planning and Technical
Series: Inspection

Effective date: October 21, 2019