

## **EAST BAY REGIONAL PARK DISTRICT**

### **SANITATION/RECYCLING SUPERVISOR**

#### **GENERAL FUNCTION:**

Under direction, to supervise the collection and disposal of sewage, recommend and design sanitation facilities, supervise sanitation construction projects, and coordinate with regulatory agencies responsible for control and enforcement of sewage regulations. Coordinates recycling and waste reduction programs throughout District.

#### **ESSENTIAL FUNCTIONS:**

Supervises sanitation crew; develops and administers work schedules and standards, staff training, performance evaluations, safety meetings and inspections; provides leadership, motivation, support and encouragement to staff; coordinates and directs the work of other park staff and contractors; designs plans and writes technical specifications for a variety of sanitation and waste reduction projects; develops, administers and manages contracts; obtains permits, collects data and prepares reports for appropriate regulatory agencies; monitors budget and determines budget priorities; purchases materials, equipment and supplies; maintains records, logs, inventories, work requests, and writes reports and other correspondence as required; consults with park supervisors and other staff and generally provides expertise and recommendations for sanitation and waste reduction projects throughout the District.

#### **OTHER FUNCTIONS AND DUTIES:**

Coordinates the use of portable sanitation facilities; serves as relief driver in the event of absences or emergencies; stays abreast of sanitation technology to meet current and future District needs; as needed, is required to handle emergency situations such as sewage spills, overflows, etc.; performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Education: Equivalent to completion of the twelfth grade; and

Experience: Four years of appropriate experience in sanitation maintenance. Lead acting or supervisory experience is highly desirable.

Substitution: Related college or university level course work may be substituted for up to two years of the required experience on the following basis: one year of college or university level course work (30 semester or 45 quarter units) is equal to one year of experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the sanitation industry including construction principles, codes and regulations affecting sanitation facilities, septic systems, and sewage collection and disposal techniques and equipment. Knowledge and skill in the principles and practices of effective supervision. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

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SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California Class B Driver's License with tanker and air brake endorsements is a condition of initial and continued employment in this classification.

REPORTS TO: Maintenance Superintendent

SUPERVISES: Sanitation Truck Drivers

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/6/04: \$4,841.20 – \$5,312.67  
Revisions Approved by General Manager: April 9, 1996; December 18, 2003  
Salary Revised per Joint Equity Committee Effective January 1, 2004  
Revision Approved by General Manager: February 4, 2004 (Replaces Sanitation Crew Supervisor)  
Salary Revision Approved by Board: March 2, 2004