

RESOLUTION NO. 20-029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION SANITATION OFFICER (CITY COUNCIL)

**WHEREAS**, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

**WHEREAS**, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

**WHEREAS**, the City of Carson desires to create a new classification specification of **SANITATION OFFICER** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the new classification specification for the **SANITATION OFFICER**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct.

**Section 2.** The revised classification specification for **SANITATION OFFICER** Salary Range 342/712, (\$5,295 – \$6,747), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of June 16, 2020, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 16<sup>th</sup> day of June, 2020.

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**MAYOR ALBERT ROBLES**

**ATTEST:**

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**CITY CLERK DONESIA GAUSE**

**APPROVED AS TO FORM:**

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**CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON                    )

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 20-029 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of June 2020, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **SANITATION OFFICER**

### **Job Summary:**

Under the general supervision of the Public Works Department Right of Way Superintendent, the Sanitation Officer is responsible for monitoring the environmental rules and regulations created to promote the health, safety and welfare of the residents of the City; including but not limited to ensuring that federal, state, and local environmental guidelines are followed. This position will investigate and report complaints related to the City's various environmental and sustainable requirements.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Enforces municipal code regulations, including but not limited to, solid waste ordinances, sanitation and health ordinances, illegal dumping ordinances and illegal bin ordinances.
2. Receives complaints concerning solid waste, illegal dumping and hazardous waste spills from the public and other departments by telephone or correspondence; investigates complaints of public nuisances and code violations.
3. Performs field checks of contractors and subcontractors for compliance with the Construction and Demolition Program, "C&D"; reviews C & D applications to determine the construction, demolition, alteration of homes/buildings is in conformity with the program.
4. Writes warning, citations and notices for violations; including "red tag" notices onto contaminated containers and performs office follow-up on citations as required.
5. Answers questions and provides information to the public concerning topics related to environmental enforcement.
6. Prepares, documents and maintains a variety of files and reports as required by ROW Superintendent.
7. Conduct inspections at a variety of facilities, public right-of-way and alleys for visible environmental violations and initiate action to facilitate voluntary compliance.
8. Monitor and conduct inspections of commercial, residential, multi-dwelling unit properties to ensure compliance with Mandatory Commercial Recycling "MCR/AB 341" and/ Mandatory Commercial Organics Recycling "MORE/AB 1826".
9. Monitor sanitation routes (i.e., residential, commercial, construction sites, major thoroughfares, alleys, parkways, and City properties).
10. Provide educational outreach to deter illegal dumping, illegal scavenging and encourage recycling Report hazardous spills and/or dumping; maintain position until authorized crews arrive on scene to secure location.
11. Report bulky items and debris discarded on the public right-of-way to the City's contracted waste hauler.
12. Attend periodic meetings, trainings and workshops.

13. Report vandalized waste containers at commercial and residential properties to the City's contracted waste hauler.
14. May be required to work evenings or weekends to complete assigned duties.
15. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

- Graduation from high school or GED required; and
- Two (2) years of college preferred; and
- Two (2) years of full time, paid experience in public contact work with primary responsibility in solid waste, environmental compliance, enforcing regulatory codes or inspection work;
- Experience and/or education may be substituted on a year for year basis.

**Knowledge of:**

- Current Local, State and Federal environment/solid-waste management guidelines and regulations.
- Construction and demolition debris recycling.
- Microsoft Office software (i.e., Word, Excel, PowerPoint, Outlook) and iWorks a plus
- Applicable laws, codes, regulations, policies, and procedures.
- Site visit, report writing and inspection practices.
- Office and general record keeping industry practices and procedures.
- Interpersonal skills using tact, patience, and courtesy.

**Skills and / or Ability to:**

- Enforce provisions of the City's municipal code, public resources code and health and safety codes, environmental and solid waste regulations.
- Perform assignments in an outdoor environment, including frequent driving, monitoring, standing, walking and lifting.
- Perform inspections, issue warnings and citations; respond to related solid waste / environmental complaints and questions.
- Perform procedures and techniques used in investigation or inspection for compliance with municipal ordinances and regulations.
- Interpret and explain required City codes and ordinances, state and federal laws, and apply them to a variety of situations.
- Attend specialized workshops, seminars, and training meetings related to solid waste or environmental regulations.

- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationship with others.

**License and/or Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Obtaining an 832 P.C. certificate within the completion of the probationary period is required.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances, including uneven terrain.
- May be required to work evenings and/or weekends.
- Is subject to outside and inside environmental conditions.
- Perform work which may involve lifting, pushing, and/or pulling of objects which may weigh approximately 25 pounds and may occasionally weigh up to 50 pounds.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of city boundaries.
- Respond to emergency situations.