

RESOLUTION NO. 20-097

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 SERVICES COORDINATOR (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 SERVICES COORDINATOR**.

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 SERVICES COORDINATOR** Salary Range 702, (\$4,481 – \$5,707), 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 Chief Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of July 20, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 20th day of July, 2021.

MAYOR LULA DAVIS HOLMES

ATTEST:

CHIEF DEPUTY CITY CLERK JOHN CARROLL

APPROVED AS TO FORM:

CITY ATTORNEY SUNNY K. SOLTANI

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

I, John Carroll, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 20-097 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 20th day of July 2021, 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: _____
Chief Deputy City Clerk

SANITATION SERVICES COORDINATOR

Job Summary:

Under the general supervision of Public Works Right of Way Superintendent, the Sanitation Services Coordinator will be responsible for assisting the Public Works Department and Sanitation Officers with its environmental programs. The Sanitation Services Coordinator will play a vital role in assisting with administrative functions of various environmental programs.

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. Reviews and monitors commercial accounts activities
2. Ensures that requests for new services are submitted accurately and in a timely manner; signs off on requests for new services; submits requests to the ROW Superintendent for final approval
3. Oversees the submission of the requests for new services to be entered into the Waste Resources billing system
4. Prepares monthly status report to City management as required
5. Advises the divisional manager on the progress of the commercial accounts function
6. Coordinates the provision of operational maintenance; and monitors inventory control as required.
7. Assists with completing sanitation grant applications, and monitor requirements as outlined in grants.
8. Creates and develops public relations between contractors and customers; researches, investigates and resolves complaints or inquiries
9. Assist in coordinating Public Works events, recycling events, other special events
10. Verifies contractor compliance with contract terms
11. Inspects business locations to determine service levels for commercial accounts and provides reports to regulatory agencies
12. Provides recommendations for the improvement of work methods and standardization for a more efficient operation for division; may compose staff reports and other business correspondence;
13. Coordinates training and other events related to division's activities and/or sanitation equipment;
14. May represent the division at meetings and on committees that are relative to the operation of the Solid Waste.

Qualification Guidelines:

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

Education and/or Experience:

- Associates degree in Public Administration, Environmental Science or closely related field; and
- Five (5) years full-time, paid clerical and administrative experience in a governmental agency's Public Works Department in the area of solid waste management, recycling or other environmental program. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Refuse collection laws and regulations
- Billing techniques and procedures
- Personal computer hardware and software

Skills and/or Ability to:

- Communicate and interact with the public
- Follow and provide oral and written instructions and information
- Establish and maintain productive working relationships with both internal and external customers
- Perform essential duties with little supervision
- Effectively communicate verbally and in writing in English

License and/or Certificate:

Must possess at the time of application and maintain a valid California 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.

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:

- Perform work in indoor and outdoor environments
- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- May be required to work at a computer terminal for prolonged periods.
- May be exposed to repetitive motion, vision to monitor, hazardous fumes and chemicals and infectious diseases.
- May be required to attend periodic meetings.
- May be required to work weekends.
- May be required to use City vehicle in the course of employment.
- Work may require frequent standing, walking, bending and lifting up to 30 pounds
- May be required to push, and/or pull objects and materials of light weight (5-10 pounds)