



Code: 7152

Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Automotive Transportation

CLASS TITLE: REFUSE COLLECTION COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates, supervises, and inspects the activities of work crews engaged in a variety of City-wide refuse collection and rodent control activities, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates, supervises, and inspects refuse collection and/or rodent control operations to ensure the efficient allocation of manpower and equipment and adherence to departmental rules and City ordinances
- Assists in assigning, scheduling, and overseeing staff to ensure optimal utilization of manpower and minimum disruption of service
- Recommends alternate staffing for emergency weather situations and other program changes
- Inspects alleys and building exteriors prior to demolition in order to determine rodent infestation and related code violations and writes notices for rodent abatement
- Participates in Dumpster Task Force activities including surveying exteriors of business establishments to detect rodent problems
- Surveys the area in order to identify trends, potential problem areas, and opportunities for improvement in refuse collection and rodent control services
- Compiles daily worksheets and prepares and analyzes City-wide activity and status reports
- Participates in the development and implementation of preventive safety measures for field operations
- Investigates and responds to 311 complaints regarding sanitation and rodent control services
- Writes and issues citations for violations of respective municipal codes
- Prepares and maintains daily activity reports
- Represents the department at civic and community meetings to discuss programs and services
- Oversees staff and sanitation and rodent control operations as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of refuse collection or rodent control work experience, or four years of clerical work experience relative to refuse collection or rodent control operations; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Some incumbents must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to insects and animals
- Exposure to hazardous conditions (e.g., demolition sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch communications equipment, multi-channel communication system)

PHYSICAL REQUIREMENTS

- Moderate lifting (up to 35 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate automotive vehicles and associated equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- applicable City operations regarding refuse collection and rodent control
- refuse collection and rodent control principles, theory, methods, and procedures
- surveying and inspecting field operations

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- supervisory principles, methods, practices and procedures
- applicable emergency operations
- applicable communications equipment and devices
- refuse disposal materials and supplies
- use of safety equipment and protective gear
- applicable safety and code standards specific to refuse collection and rodent control, including OSHA standards

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- SELF-CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2013