

CITY OF LOMPOC

LANDFILL SUPERVISOR

DEFINITION:

Under direction, to plan, assign, and oversee the daily operations of the City's Landfill, which is used for the disposal of publicly and privately collected refuse and recyclables; and to perform other related work as required.

CLASS CHARACTERISTICS:

The Landfill Supervisor is a first-line supervisory position responsible for overseeing staff engaged in waste disposal operations, waste and recyclable handling, and processing at a sanitary landfill. The incumbent ensures compliance with the County and State permits as well as regulatory requirements. Work is performed under potentially adverse conditions, including exposure to inclement weather, dirt, foul odors, and other environmental factors typical of a landfill.

LICENSE REQUIRED:

Possession of a valid commercial Class "B" California Drivers' License.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide good customer service and positively interact with all individuals contacted in the course of work in a courteous and respectful manner.
2. Plan and schedule personnel for heavy equipment operations, general maintenance, and construction activities at the sanitary landfill.
3. Ensure compliance with the guidelines outlined in the landfill master plan.
4. Collect and analyze data concerning landfill usage and operations.
5. Provide recommendations or make decisions regarding hiring, promotions, terminations, disciplinary actions, or other personnel matters.
6. Direct maintenance and improvement programs at the landfill site.
7. Inspect the work of subordinates to ensure compliance with established standards.
8. Conduct employee performance evaluations.
9. Determine equipment and material needs for disposal operations and site maintenance.
10. Develop and manage equipment and site maintenance schedules.
11. Prepare daily operational, accident, and related reports.
12. Maintain various records and reports; address employee and public complaints and inquiries.
13. Conduct inspections of the landfill to ensure proper operations and compliance with regulations.
14. May perform tasks related to cutting and moving cover soil, or clearing land for expansion.
15. Identify and report the need for major equipment repairs; assist in developing and

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presenting safety programs.

16. Train staff and order necessary materials and supplies.
17. Operate and maintain various types of light and heavy equipment as needed.
18. Oversee and maintain the Landfill Gas Collection and Control System.
19. Oversee and maintain the Landfill Stormwater drainage system.
20. Perform other related work as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Medium - Exert force of 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. Constantly to lift, carry, push, pull, or move objects up to 10 lbs. Occasionally stand, walk, sit, bend, stoop, kneel, climb stairs, ladders, crouch, push/pull, twist at the waist, handling, gripping, grasping, and finger/type, reach at, above or below shoulder level, extend neck from side to side, upward and downward. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** Hearing ability to effectively hear and comprehend oral instructions, communication, and equipment noise.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from a supervisor; read/comprehend complex material; utilize complex math skills; utilize simple writing skills; understand, remember and carry out complex job instructions. Respond quickly to changing priorities; deal with the general public; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS

Work both indoors and outdoors. Occasionally works around machinery. Frequent exposure to slippery or uneven walking surfaces. Occasional exposure to extreme temperatures, unprotected heights, dust, fumes, smoke, gases, odors, chemicals, excessive noises, solvents, grease, or oil. Rare work with explosives and exposure to flames/smoke. Frequently use of computer. Constantly drives or operates vehicles/equipment. Work both alone and with others.

Incumbents must work under adverse conditions such as outside in the weather, rodents, insects, foul smells, dirt, dust, broken glass, fires and other hazards.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to use respirators in the course of their job duties or under emergency circumstances and thus must be in compliance with general industry safety order 5144. If required, employees shall not wear beards, mustaches, sideburns, facial hair, or other conditions in such a manner that may prevent

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or interfere with establishing and maintaining a proper seal of the respirator face mask. This requirement is implemented to ensure the safety and health of the employee.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable laws, codes, and regulations related to landfill operations and maintenance
- Operation and routine maintenance of diesel and gas-powered heavy construction equipment and other equipment used in solid waste disposal operations
- General maintenance practices and construction materials
- Sanitary landfill operations
- Record-keeping practices
- Principles of supervision, employee training, and safety precautions

Ability to:

- Read and adhere to regulatory requirements and guidelines as outlined in the landfill master plan
- Ensure compliance with County and State permits related to landfill operations
- Supervise, schedule, and organize the work of landfill crew
- Efficiently operate bulldozers and other heavy equipment, including the pioneering of slopes
- Read and follow surveyor grade stakes
- Maintain accurate records and documentation
- Communicate effectively, both orally and in writing
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain effective working relationships with those contacted in the course of work
- Utilize basic computer skills for record-keeping and reporting purposes

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is five years of responsible experience in public works or other construction and maintenance activities including the operation of heavy equipment with at least two years of experience in the disposal of refuse and operation of landfills. Supervisory or lead experience is preferred.

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SOLID WASTE SUPERVISOR

DEFINITION:

Under direction, to plan, coordinate, and oversee personnel involved in the daily collection of solid waste, including combustible and non-combustible refuse, and recyclables; to perform alley inspections; to investigate complaints related to solid waste services; to ensure compliance with applicable regulations; and to perform other related work as required.

CLASS CHARACTERISTICS:

The Solid Waste Supervisor is a first-line supervisory position responsible for managing the daily operations of refuse and recyclable collection crews. The role involves working under potentially adverse conditions such as inclement weather, unpleasant odors, and other environmental factors inherent to solid waste management.

LICENSE REQUIRED:

Possession of a valid commercial Class "B" California Driver's License.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide good customer service and positively interact with all individuals contacted in the course of work in a courteous and respectful manner.
2. Plan, assign, and supervise refuse and recycling collection activities.
3. Train and instruct new employees in safety practices, vehicle operations, and route requirements.
4. Provide recommendations or make decisions regarding hiring, promotions, terminations, disciplinary actions, and other personnel matters.
5. Conduct inspections collection routes, including residential and commercial areas.
6. Investigate complaints related to solid waste services; ensure compliance with relevant codes, City ordinances, and departmental policies.
7. Communicate ordinances and departmental regulations to the public as needed.
8. Collaborate with management to address operational issues and recommend new procedures or methods.
9. Maintain timecards and other division records; conduct regular safety meetings.
10. Complete employee performance evaluations; maintain records, and prepare reports.
11. Order supplies and parts as necessary for operations.
12. Operate City vehicles.
13. Perform other related work as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength category: Very heavy-exert force over 100 lbs. occasionally, over 50 lbs. frequently, over 20 lbs. constantly to lift, carry, push pull or move objects. Occasional standing, walking, sitting, bending, stooping, crouching, crawling, pushing, pulling, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck upward, downward and side to side, fingering, typing. On rare occasion kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication and traffic/equipment noise.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; utilize complex reading skills; utilize simple math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS:

Works both indoors and outdoors. Frequently operates refuse equipment and City vehicles. Occasionally works around machinery; occasional exposure to dust fumes, gases and odors, solvents, grease or oil, slippery or uneven walking surfaces; occasional driving motorized equipment/vehicles, occasional use of a computer. On rare occasion works at unprotected heights; is exposed to excessive noises, chemicals, flames, smoke and extreme temperatures. Works both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable laws, codes, and regulations related to solid waste collection and disposal
- Operation and maintenance of refuse trucks and related equipment
- Recordkeeping procedures and documentation
- Proper methods, tools, materials, and equipment used in the sanitation trade
- Principles of supervision, employee training, and safety protocols

Ability to:

- Efficiently operate and train staff on refuse collection vehicles and equipment
- Prepare comprehensive oral and written reports
- Develop and optimize refuse collection routes
- Operate a forklift
- Perform minor maintenance and service on refuse trucks and equipment
- Implement and maintain safety standards
- Maintain accurate records and documentation
- Plan, assign, organize, and oversee the work of staff
- Operate a vehicle observing legal and defensive driving practices

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- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Utilize basic computer skills for record keeping and communication

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is five years of increasingly responsible experience in refuse collection and disposal. Supervisory or lead experience is preferred.

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WASTEWATER COLLECTION SUPERVISOR

DEFINITION:

Under direction, to schedule, supervise, and participate in the construction, maintenance, and repair of sewer mains, services, lift stations, manholes, and equipment; and to perform other related work as required.

CLASS CHARACTERISTICS:

This is the first-level supervisory class responsible for scheduling and overseeing the construction, maintenance, and repair activities related to wastewater collection systems, including sewer mains, services, lift stations, manholes, and equipment.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License. Possession of a valid Grade III or higher certification issued by the California Water Environment Association, or ability to obtain within two testing periods from the date of hire. Grade IV is desirable.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide good customer service and positively interact with all individuals contacted in the course of work in a courteous and respectful manner.
2. Supervise and participate in the installation, maintenance, and repair of sewer mains, manholes, lift stations, and related equipment, including flushing and vactoring of sewer mains.
3. Assign and review work, providing instructions and adjustments as necessary.
4. Provide recommendations or make decisions regarding hiring, promotions, terminations, disciplinary actions, and other personnel matters.
5. Inspect sewer installations, ensuring compliance with proper standards for new and existing systems.
6. Develop and implement maintenance programs or schedules for lift stations and sewer mains.
7. Prepare and assign work orders; monitor progress and make necessary modifications.
8. Manage inventory, including drawing materials and ordering supplies; receive materials ordered by the division.
9. Conduct employee performance evaluations.
10. Coordinate with contractors and other agencies to locate sewer infrastructure.
11. Prepare reports of field operations.
12. Conduct safety checks, including hydrogen sulfide, oxygen, carbon monoxide, and fire hazard analyses, and implement corrective measures.
13. Develop and lead a field safety program; train staff in collection system operations, maintenance, and safety procedures.

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14. Operate City vehicles and equipment as required.
15. Operate and schedule motorized camera equipment for sewer inspections.
16. Troubleshoot and repair lift station control panels.
17. Utilize various computer programs for job-related tasks, including scheduling, reporting, and budgeting; review and approve invoices.
18. Assists in the development of the Division's budget and procurement processes.
19. Perform other related work as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength category: Medium-exert force of 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly to lift, carry, push pull or move objects. Occasional to frequent sitting; occasional standing, walking, bending, stooping, fingering, typing, pushing, pulling, handling, gripping, grasping, reaching at, above and below shoulder level, extending the neck downward and side to side. On rare occasion crouches, kneels, climbs stairs, ladders and scaffolding, twists at the waist, extends the neck upward. **Vision:** visual acuity, 20/20 corrected; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication, equipment and traffic noise.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor. Utilize complex reading, writing and math skills; understand, remember and carry out complex job instructions; respond quickly to changing situations under emergency pressures; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS:

Works both indoors and outdoors. Frequent working around machinery; exposure to dust, fumes, smoke, gases or odors; using a computer; Occasional to frequent driving motorized equipment/vehicles. Occasionally exposed to chemicals, radiation or electrical energy, excessive noises, slippery or uneven walking surfaces. Works both alone and with others. On rare occasion, is exposed to extreme temperatures, works at unprotected heights, is exposed to solvents, grease or oil.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to insure the safety and health of the employee.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- Public Health and Regional Water Quality Control Board (RWQCB) Regulations related to Wastewater Sewer System Management Plan
- California Integrated Water Quality System (CIWQS)
- Wastewater hydraulics
- Mechanical devices used in wastewater systems
- Principles of lift stations and pumps
- Chlorination of Wastewater and Hydrogen Sulfide Reduction
- Basic math
- Record keeping procedures and documentation
- Proper methods, materials, tools, and equipment used in wastewater collection system, maintenance, and construction
- Principles of supervision, employee training, and safety protocols

Ability to:

- Read, write, and perform mathematical calculations at the level required for successful job performance
- Perform and train staff in wastewater collection system construction and maintenance
- Operate pneumatic and power equipment
- Maintain and care for pumping equipment
- Read and interpret plans, specifications, and meters
- Maintain accurate records and documentation
- Supervise and train staff
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is six (6) years of full-time work in Collection System Maintenance; **OR** four (4) years of experience with a Grade II Collection System Maintenance Certificate for two years; **OR** four (4) years of experience with an Associate's degree in a related field; **OR** three (3) years of full-time experience with a Bachelor's, or higher degree in a related field.

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WATER DISTRIBUTION SUPERVISOR

DEFINITION:

Under direction, to schedule, supervise, and participate in the construction, maintenance, and repair of water meters and water distribution systems, including mains, services, and related equipment; and to perform other related work as required.

CLASS CHARACTERISTICS:

The Water Distribution Supervisor is a first-level supervisory class responsible for overseeing personnel involved in the construction, maintenance, and repair of water meters and water distribution infrastructure, including mains, services, meters, backflow assemblies, and equipment.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License. Possession of a valid State of California Water Distribution Operator Certificate, Grade III or higher issued by the State Water Resources Control Board (SWRCB).

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises and works with crews engaged in the installation and repair of water meters, water mains, services, meters, and related equipment
2. Assigns daily tasks to crew leaders and staff, ensuring proper completion.
3. Inspects newly installed water meters, water mains, and facilities for compliance with City standards and developer requirements.
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5. Manages a valve operating and maintenance program.
6. Assigns and tracks work orders for daily crew operations, and reviews work in progress.
7. Conducts employee performance evaluations.
8. Draws materials from inventory.
9. Assists in planning and scheduling water main replacement and system upgrades.
10. Monitors and tracks Water Distribution Section expenses, and assists with budget reports.
11. Oversees hydrant and main flushing programs to maintain water quality.
12. Coordinates with contractors and other agencies for the location of existing water mains and services, or water meters.
13. Assists in reviewing plans, specifications, and contract documents related to water system projects.
14. Prepares reports of field operations, work orders, and related activities.

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15. Receives and verifies materials and supplies ordered by the division.
16. Updates City water system specifications as required.
17. Manages warehouse inventory and ensures adequate stock of critical materials.
18. Ensures accuracy of work orders for proper customer and contractor billing.
19. Oversees and takes chlorine residuals to ensure water quality standards are met.
20. Implements and manages a field safety program in compliance with industry regulations.
21. Trains subordinates in water meter and/or water distribution operations, maintenance, and safety protocols.
22. Operates City vehicles and equipment as needed.
23. Performs other related work as required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength category: Medium Work - Lifting, carrying, pushing and/or pulling 60 pounds with frequent lifting, carrying, pushing and/or pulling objects weighing up to 25 pounds. Occasional standing, walking, sitting, bending, stooping, crouching, crawling, pushing, pulling, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck upward, downward and side to side, fingering, typing. On rare occasions kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication and traffic/equipment noise.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; utilize complex reading skills; utilize simple math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstance, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to insure the safety and health of the employee.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- State of California and federal drinking water regulations, including SWRCB and EPA standards
- American Water Works Association (AWWA) standards and best practices
- Water system hydraulics and mechanical devices
- Chlorination processes and chlorine residual testing
- Basic math and recordkeeping
- Proper methods, materials, tools, and equipment used in water system maintenance and construction
- Principles of supervision and employee training methods
- Safety precautions and procedures specific to water distribution operations

Ability to:

- Read, write, and perform mathematical calculations at the level required for successful job performance
- Perform and train others in skilled and semi-skilled tasks in water system construction, maintenance, and repair
- Operate pneumatic tools, power equipment, and heavy machinery safely
- Maintain and repair a water distribution or water meter equipment
- Read and interpret plans, specifications, and water system meters
- Maintain accurate records and documentation
- Supervise, schedule, and evaluate the work of others effectively
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is recent increasingly responsible experience, including two years supervisory or lead experience, in performing skilled and semi-skilled work in the maintenance and construction of water mains and facilities, including some experience in the repair and operation of wells, pumps and reservoirs.