

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ESTABLISHING) RESOLUTION NO. 82-346
A NEW CLASSIFICATION OF 322)
FACILITIES SUPERVISOR) Introduced by
)

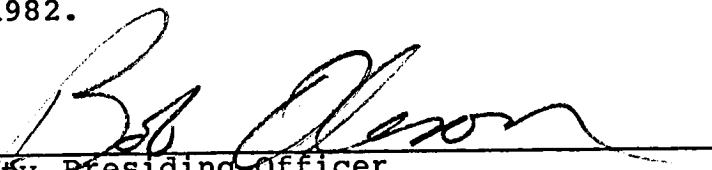
WHEREAS, Metro is or will be involved in the operation of various solid waste disposal facilities; and

WHEREAS, The responsibilities and required qualifications for the position of Chief Landfill Clerk have changed; now, therefore,

BE IT RESOLVED,

That the new classification of 322 Facilities Supervisor be established at salary range 8 (\$8.66 per hour - \$18,018).

ADOPTED by the Council of the Metropolitan Service District this 5th day of August, 1982.


Deputy Presiding Officer

JS/srb
6340B/252
07/08/82

METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

Chief Landfill Clerk
(Solid Waste)

Position No. 4

Reason for Study: The duties and qualifications required for this position have changed. A study was requested by the department head.

Summary of Current Responsibilities: Trains and supervises landfill gatehouse staff, monitors contract compliance, oversees day-to-day financial transactions, handles customer complaints and input, prepares daily and monthly reports, will be responsible for equipment purchasing, staffing and training for Clackamas Transfer & Recycling Center (CTRC).

Methodology: The incumbent and his supervisor were interviewed. Responsibilities and required qualifications were compared with other positions in the organization.

Findings: The responsibilities of this position have increased substantially over the last year and will be further increased with the construction of the CTRC. Elimination of the Operations Assistant in the FY 1982-83 Budget has added duties to this position. The existing class requires three years experience in bookkeeping and two years of college level coursework. The responsibilities for the position differ from the existing class as follows:

1. supervisory responsibilities are doubling;
2. excellent public relations skills are needed;
3. the incumbent monitors contract compliance; and
4. oversight of a new facility, the CTRC, will add new responsibilities.

The position requires knowledge of accounting and business management, the ability to work independent and excellent public relations skills.

Recommendation: Reclassify this position to Facilities Supervisor at salary range 8.

Action Required: Funding was previously authorized for the recommended salary range. Council approval is needed to establish the new class. The incumbent qualifies for the new position and should be retained. The action should be retroactive to July 1, 1982.

JS/srb
6336B/294
07/08/82