

**CLASS TITLE: COMMERCIAL REFUSE ACCOUNT LEAD**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs lead duties involving the billing of commercial refuse accounts, ensuring accuracy and compliance with City ordinances, rules and regulations and other related assigned duties.

**ESSENTIAL TASKS:**

- Oversees the Commercial Refuse section's solid waste disposal billing
- Audits Commercial Refuse hauler operations, ensuring compliance with City ordinances, rules and regulations
- Assists hauler representatives with haulers and other customer account issues in audit meetings
- Initiates and performs field inspections of haulers
- Acts as liaison with haulers regarding billing discrepancies
- Addresses Commercial Refuse customer's billing questions/problems
- Maintains various monthly reports and records
- Assists in evaluating and preparing performance reviews
- Responds to customer requests and other City departments regarding commercial hauler operations
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years' experience in bookkeeping and related clerical work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles, methods, and practices of bookkeeping; good knowledge of laws, ordinances, and regulations governing City financial matters; some knowledge of computers and applicable software; and some knowledge of modern office methods and procedures. Ability to operate standard office machines; ability to make mathematical calculations with speed and accuracy; ability to keep financial records of moderate complexity; ability to understand and follow brief instructions in regard to accounting problems; ability to plan and supervise the work of a small group of clerical personnel; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Applicant must possess skill in the operation of a calculator.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, telephone, and small precise work; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, climbing, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and some positions within this classification will require some travel to various City locations to locate, tag, and/or inventory fixed assets.

**Class Code: 3565**

**EEO Code: N-06**

**Pay Code: OT-17**

**Group: Fiscal**

**Series: Account Clerical**

**Effective Date: June 3, 2014**