

## **SOLID WASTE AND RECYCLING SPECIALIST**

### **Definition:**

Under administrative direction, this position performs administrative, financial, systems, statistical and other coordination in support of the Public Works Department Solid Waste Recycling/Diversion efforts and performs related duties as assigned.

### **Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Implements programs to ensure compliance with State law focused on Solid Waste, develops programs to reduce waste in the City, and educates residents about waste reduction, recycling, composting, and organics diversion.

Supports implementation of state law SB 1383 Short-Lived Climate Pollutants (SLCP).

Assist with managing the City's contracts pertaining to solid waste and recycling (collection franchise, disposal, recyclable materials processing, etc.) including, but not limited to monitoring, coordination, administration, enforcement, and procurement.

Acts as the primary point of contact to the public, other government agencies, and City departments regarding solid waste, recycling, waste diversion, and other environmental topics as assigned.

Conducts solid waste recycling educational programs.

Researches potential outside funding sources for local programs and prepare grant applications and accompanying reports, as necessary.

Conducts technical, financial, and policy analysis of solid waste diversion strategies.

Assists with design and implementation of new solid waste recycling programs for residential, institutional, industrial, and commercial customers.

Conducts public presentations on solid waste recycling and related topics to community, school, and various civic and business organizations.

Pursues and administers funding opportunities from federal, state, and local sources to assist with funding solid waste and recycling related programs.

Reviews contracts, invoices, vouchers, and other documentation and performs various financial analysis and reconciliations.

Represents the City at various federal, state, and local planning meetings including presentations involving government or solid waste organizations.

Creates promotional materials and maintain web pages.

Provides technical assistance to others on administrative matters related to area of assignment.

Conducts various research projects, special studies and surveys and prepares a variety of reports, correspondence, and other materials; may develop, design, and produce charts, graphs, maps, and spreadsheets, including analysis and interpretation.

Conducts various research projects.

Coordinates programs and activities with other departments; confers with representatives of other agencies, groups, vendors, and the public.

Assists in the design and implementation of systems and forms for use in operations.

Assists in developing special programs and projects.

Plans and coordinates community events and programs.

Develops, oversees, and administers the implementation of goals, objectives, policies, procedures, and priorities for solid waste and recycling programs and related operations.

Responds to and resolves inquiries from customers, Council, and City staff. Directs, oversees, and monitors the work of assigned staff.

Evaluates legislative proposals and new governmental requirements; provides recommended approaches for compliance with regulatory requirements.

Keeps abreast of emerging trends, innovative practices, and changes to legislative and technical developments in the field of solid waste and recycling/diversion and environmental sustainability; informs staff of changes and new developments and makes recommendations, as necessary.

Coordinates, reviews, and writes staff reports, informational items, and other materials submitted to City Council and Commission bodies for consideration and action.

Oversees the budget for area of assignment which includes but not limited to preparing or assisting in preparation of the program's budget, gathering, and analyzing budget data, providing recommendations for allocations, and monitoring expenditures.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

**Class Characteristics:**

Solid Waste and Recycling Specialist is a Public Works position with duties related to solid waste and recycling programs.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Federal, state, and local laws and ordinances pertaining to solid waste management.

CalRecycle and solid waste recycling/diversion efforts and Household Hazardous Wastes.

CalRecycle reporting practices, and methods of administrative and organizational analysis.

Proper use of reporting forms.

Financial/statistical/comparative analysis techniques and formulae.

Principles and practices of effective leadership and good personnel practices.

Budget development and administration methodologies.

Research techniques, methods, and procedures, and report presentation techniques.

Methods of budgetary research and analyses.

English usage, spelling grammar and punctuation.

Modern office practices, methods, and computer equipment and applications related to the work.

Techniques for providing a high level of customer services.

**AND**

**Ability to:**

Interpret and explain solid waste programs and services.

Prepare clear and concise reports, and other written material.

Prepare and administer program budgets.

Analyze administrative, operational, and organizational problems, evaluate alternatives and reach sound conclusions.

Collect, evaluate, and interpret varied data, either in statistical or narrative form.

Interpret and apply laws, regulations, policies, and procedures.

Maintain accurate records and files.

Coordinate multiple projects and meet critical deadlines.

Work independently, understand, and follow verbal and written directions, and use independent judgment and initiative.

Communicate clearly, concisely, and effectively, orally and in writing.

Use tact, discretion, and sensitivity in dealing with sensitive situations.

Operate modern office equipment including computer equipment and applicable and specialized software.

Organize work, adhere to multiple deadlines, and handle multiple projects.

Handle job stress and maintain composure in public settings.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

A Bachelor's Degree in Public Administration, Environmental Sustainability or a closely related field from an accredited college or university.

**AND**

Two years of administrative and technical experience in solid waste, sustainability and/or recycling work.

**Special Requirements:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-Exempt

Established December 2022