
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: Job Description – Zero Waste Specialist II
POLICY NUMBER: 2393

2393.1 Definition. Under general supervision or direction, oversees, and performs professional level analytical, technical assistance, and specialized work in support of Castro Valley Sanitary District's (CVSan's) solid waste management and collection processing and disposal services; coordinates programs that will efficiently and economically reduce the generation of solid waste and actively divert solid waste from landfill disposal to meet local, state and federal regulations; provides assistance to CVSan management staff in areas of expertise; performs related work as assigned.

2393.2 Supervision Received and Exercised. Direct supervision is provided by the Zero Waste Supervisor. General direction is given by the General Manager. Direct supervision may be provided to contractual or office administrative support staff including interns and/or volunteers.

2393.3 Class Characteristics. This class is characterized by including responsibilities such as coordinating and operating programs within the zero waste division of CVSan. Responsibilities include implementing current waste prevention, recycling and hazardous materials disposal programs, making recommendations for improvements, and implementing changes within the scope of the division as well as in regard to programs.

2393.4 Essential Job Functions:

2393.4.1 Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the program; administers components of the budget for the department.

2343.4.2 Analyze current waste prevention, recycling, organics, and hazardous materials disposal programs.

2343.4.3 Recommend policy and procedural improvements; implement changes to new or current programs after management and CVSan of Director's (Board) approval.

2393.4.4 Prepare correspondence, forms, media, informational and educational materials, graphic designs and specialized documents from drafts, notes, brief instructions, or corrected copy.

2393.4.5 Prepare, update and submit reports in a timely manner for Board and various regulatory agencies.

2393.4.6 Represent CVSan in meetings with governmental and regulatory agencies, contractors, business and professional organizations, and the public.

2393.4.7 Direct and participate in the development and dissemination of educational and informational materials regarding the recycling and organics program.

2393.4.8 Participate in and oversee the development of special events to inform the public of and market CVSan activities and the recycling program, such as Earth Day Clean-Up and Schools organics/recycling and waste prevention.

2393.4.9 Administer awarded vendor contracts for adherence to contract requirements and authorize payments for services as appropriate, following specific guidelines.

2393.4.10 Conduct administrative support work for the division, including office supply procurement, and taking on the role of liaison with the public, contracted employees, and CVSan staff with the Environmentally Preferable Purchasing Policy.

2393.4.11 Track and monitor changes in laws, regulations, and technology that may affect departmental operations; recommend policy and procedural changes as required.

2393.4.12 Oversee and/or maintain accurate records and files related to the activities of the recycling, organics, and waste prevention program.

2393.4.13 Project management to produce, print, and mail the CVSan newsletters and flyers.

2393.4.14 Create and edit graphics for department brochures, letters, and flyers.

2393.4.15 Customer service and service changes for recycling and organics program.

2393.4.16 Train, plan, organize, administer, review, and evaluate the work of assigned department interns or volunteers.

2393.5 Essential Cognitive Job Functions:

2393.5.1 Ability to comprehend and follow instructions:

2393.5.1.1 Ability to maintain attention and concentration for necessary periods.

2393.5.1.2 Ability to understand written or oral instructions.

2393.5.1.3 Ability to do work requiring set limits, tolerances, or standards.

2393.5.2 Ability to perform simple and repetitive tasks:

2393.5.2.1 Ability to ask appropriate questions and request assistance.

2393.5.2.2 Ability to perform activities of a routine and applicable nature.

2393.5.2.3 Ability to remember locations and work procedures.

2393.5.3 Ability to maintain a work pace appropriate to a given workload:

2393.5.3.1 Ability to perform activities within a schedule, maintains regular attendance, and be punctual.

2393.5.3.2 Ability to complete a normal work day and/or work week and perform at a consistent pace.

2393.5.4 Ability to perform complex and varied tasks:

2393.5.4.1 Ability to synthesize, coordinate, and analyze data.

2393.5.4.2 Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.

2393.5.4.3 Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2393.5.5 Ability to relate to other people beyond giving and receiving instructions:

2393.5.1 Ability to get along with co-workers and peers.

2393.5.2 Ability to perform work activities requiring negotiating with, explaining, or persuading.

2393.5.3 Ability to respond appropriately to evaluation or criticism.

2393.5.6 Ability to influence people:

2393.5.6.1 Ability to convince or direct others.

2393.5.6.2 Ability to understand the meaning of words and to use them appropriately and effectively.

2393.5.6.3 Ability to interact appropriately with people.

2393.5.7 Ability to make generalizations, evaluations, or decisions without immediate supervision:

2393.5.7.1 Ability to recognize potential hazards and follow appropriate precautions.

2393.5.7.2 Ability to understand and remember detailed instructions.

2393.5.7.3 Ability to make independent decisions or judgments based on appropriate information.

2393.5.7.4 Ability to set realistic goals or make plans independently of others.

2393.5.8 Ability to accept and carry out responsibility for direction, control, and planning:

2393.5.8.1 Ability to set realistic goals or make plans independently of others.

2393.5.8.2 Ability to negotiate with, instruct, and supervise people.

2393.5.8.3 Ability to respond appropriately to changes in work conditions.

2393.6 Non-Essential Job Functions:

2393.6.1 Administer components of the budget for the department.

2393.6.2 Research grant funding opportunities, prepare grant requests, and administer grants after approval.

2393.6.3 Assist in administering franchise contract agreements.

2393.7 Qualifications. Knowledge of:

2393.7.1 Principles and practices of solid waste collection, waste prevention, organics, recycling, and disposal.

2393.7.2 Economic aspects and sources of marketing related to recycled materials.

2393.7.3 Principles and practices of integrated solid waste management including solid waste, source reduction, recycling, composting, materials transfer and recovery, household hazardous waste, landfill disposal, pollution prevention, and public education and outreach practices related to environmental programs.

2393.7.4 Principles and practices of public agency contract preparation and administration.

2393.7.5 Principles and practices of grant administration and reporting.

2393.7.6 Techniques for the effective development and dissemination of educational, informational, marketing, and media materials.

2393.7.7 Applicable laws, codes, and regulations.

2393.7.8 Principles and practices of public agency budget development, administration, and accountability.

2393.7.9 Computer applications related to the work, including word processing, spreadsheet, and database applications.

2393.7.10 Techniques for providing a high level of customer service to public and CVSan staff, in person and over the telephone.

2393.8 Skill to:

2393.8.1 Plan, organize and personally participate in a comprehensive solid waste recycling program.

2393.8.2 Develop creative and effective educational, informational and media projects, and materials to market and improve CVSan's solid waste recycling program.

2393.8.3 Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the program.

2393.8.4 Prepare, interpret, explain and administer complex laws, regulations, policies, and procedures.

2393.8.5 Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

2393.8.6 Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

2393.8.7 Use English effectively to communicate in person, over the telephone, and in writing.

2393.8.8 Operate office equipment including computer equipment, software programs, and audio-visual equipment.

2393.8.9 Work in a team atmosphere and participate in a variety of CVSan-wide committees to enhance the provision of all CVSan services.

2393.8.10 Establish and maintain effective working relationships with those contacted in the course of the work.

2393.8.11 Speak in public and engage the audience.

2393.9 Education and Experience. Graduation from a four (4) year college or university with major course work in environmental studies, business or public administration, natural science or a field related to the work and one (1) year of experience in developing and implement solid waste recycling programs or a field providing the required knowledge and skills, preferably in a public agency setting. Experience in developing print media using software programs such as Adobe Design Suite. Experience in an educational or communications setting is highly desirable.

2393.10 Interpersonal Effectiveness. Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude, and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; provide recognition and encouragement.

2393.11 License and Certification. Must possess a valid California Class C driver's license and have a satisfactory driving record. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates within a time period specified by CVSan. Must register with the Department of Justice Livescan fingerprinting program.

2393.12 Other Requirements. Willingness and ability to work scheduled and additional overtime as needed; attend meetings, conferences, trainings, workshops, and seminars during work and non-work hours as assigned.

2393.13 Physical Requirements. Be able to possess mobility to work in a standard office setting and to operate standard office equipment, including a computer and calculator; interpret printed materials and a computer screen; mobility to inspect various solid waste collection sites and communicate with people in person, before groups, and over the telephone. Maintain static postures for extended periods of time, frequent repetitive use of hands and arms including grasping; occasionally bend, stoop, stretch and reach; have strength and stamina to safely transport up to thirty (30) pounds.

2393.14 Work Environment. Primarily indoors in a climate controlled office environment working around computer monitors; however, there may be occasional outdoor exposure to inclement weather conditions, noise, dust, fumes, odors, heavy equipment and hazardous materials; works with or around others, or alone.

This description reflects CVSan's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

Employee Signature

Date

Employer Signature

***** END OF POLICY *****