



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

RECYCLING PROGRAMS COORDINATOR

DEFINITION

Under general supervision of the Solid Waste and Recycling Manager, the Recycling Programs Coordinator will assist in planning, promoting, implementing and administering the City's waste reduction, recycling, composting, household hazardous waste and e-waste collection programs. This position is represented by SEIU Local 1021.

EXAMPLES OF ESSENTIAL DUTIES - Typical duties as assigned by the Solid Waste and Recycling Manager may include, but are not limited to, the following:

- Assist in the development, promotion and implementation of multiple citywide waste reduction and recycling programs to increase community awareness and participation.
- Work with City contractors to ensure delivery of solid waste and recycling services to customers.
- Answer questions and provide information to the public; investigate and resolve citizen complaints; recommend corrective action.
- Educate existing and new customers regarding solid waste and recycling management requirements at the local, regional and state levels and help monitor compliance.
- Conduct comprehensive solid waste/recycling assessments. Work with commercial establishments and multi-family facilities to develop self-administered recycling programs.
- Represent the City in speeches and presentations before community groups, schools, local businesses and other interested parties.
- Provide technical expertise to City staff on how to maximize waste reduction at City facilities.
- Help plan, coordinate and staff recycling outreach programs at various special events at City Hall and in the community.
- Compile, maintain and analyze data. Prepare written and oral reports for the City Council, regional and state regulatory agencies and other stakeholders.
- Research and keep informed about new regulations and technologies, as well as current trends, practices and procedures in the solid waste and recycling field.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of current principles and practices of waste reduction, solid waste management, and recycling, including terms, systems, and procedures.
- Ability to build and maintain effective working relationships with co-workers, outside organizations, contractors and the general public, demonstrating effective customer service and communication skills.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS (Continued):

- Ability to provide educational and technical assistance in solid waste reduction, recycling and environmental sustainability.
- Experience planning and implementing public outreach initiatives, cold calling and recruitment of program participants.
- Strong public speaking skills.
- Possess strong research and writing abilities and be able to prepare and maintain accurate reports and records.
- Strong Intermediate to advanced skills using word processing, spreadsheets, databases and graphic design software.
- Ability to exercise independent judgment and initiative, handle work on a priority basis and complete in a timely manner.
- Fluency in Spanish is a plus.

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college or university in Environmental Science, Natural Resources, Public Administration, or closely related field, and two years of increasingly responsible experience in the field of source reduction, recycling, waste management and resource conservation. Possession of a valid Class C California driver's license is required at time of appointment and throughout employment.