

WASTE PREVENTION SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To conduct field investigations and analyses, develop and implement education and outreach programs, promote waste reduction, recycling and composting, respond to phone and on-site requests and coordinate the El Cerrito Earth Day event and other events as assigned.

DISTINGUISHING CHARACTERISTICS

This is an experienced specialized waste services class with program development, promotion, implementation and related administrative duties. This class is distinguished from Administrative Clerk-Specialist in that the Waste Prevention Specialist is less frequently involved in the performance of general clerical duties. The Waste Prevention Specialist has responsibility for off-site program promotion and inspection activities that distinguish this class from the Management Assistant class.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Integrated Waste Services Manager.

May exercise oversight of volunteers on special projects.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide technical assistance via phone and in-person, both on-site and off-site, to help promote recycling and waste reduction to businesses, residents, as well as public and private schools; interpret and apply legislation and city policies governing waste management and recycling services; serve as the main contact for the recycling program.
2. Perform initial waste assessments at a variety of businesses and government agencies, prepare recommendations and provide technical assistance to businesses, community groups and local jurisdictions to reduce and recycle waste.
3. Conduct periodic site inspections of businesses, schools and residential areas to measure recycling and waste reduction efforts; prepare related reports with recommendations.
4. Assist in the development and implementation of education and outreach activities and programs, source reduction and recycling programs, and composting and household hazardous waste collection programs; prepare news releases, articles and informational brochures for publication; answer questions and distribute materials at fairs, festivals and other community and neighborhood events; oversee volunteers on special projects.
5. Design and give recycling center tours and classroom presentations to school classes for grades k-12; develop and distribute age-appropriate promotional material.

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6. Gather and enter data into various databases to track revenue, materials and program activities; perform data analysis and prepare reports based on this information.
7. Update routes and schedules in response to new customers, efficiency plans or the like; distribute route and schedules appropriately; read map and determine routes in order to respond to complaints.
8. Coordinate and enforce agreements for collection services with the local franchised hauler.
9. Assist with recycling budget development and administration, including contract administration, invoice and deposit processing and supply inventory.
10. Research, prepare, submit and file grant applications and reports; follow-up with granting agencies; administer grant funds in accordance with requirements.
11. Serve as the lead staff person in the coordination of annual community volunteer events, such as Earth Day; represent the division in other interdepartmental or interagency events and activities; attend meetings, conferences and hearings as a representative of the recycling division; provide staff support to citizen task force or committee examining recycling services.
12. Draft and explain division procedures, rules and forms; maintain division manuals; process necessary employee actions; assist Manager with division meetings with employees; prepare correspondence, written agendas and other reports and meeting minutes; maintain operational files and records.

Marginal / Non-Essential Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices associated with the development and implementation of waste reduction programs, including California law and recycling and waste management industry practices.
2. Basic principles of governmental organization, budgeting and management.
3. Principles and practices of basic marketing and community program promotion.
4. Research principles, including data gathering and analysis and statistical methods.
5. English usage, including spelling, grammar and punctuation, and public speaking techniques.
6. Modern office practices, procedures and equipment, including computer systems with proficiency in spreadsheets, word processing and database applications.

Ability to:

1. Analyze complex situations; compile and interpret data and statistics, laws and regulations; prepare reports with recommendations.
2. Communicate effectively both orally and in writing with all ages and aspects of the community.
3. Plan and organize events, including fundraising activities.
4. Design and prepare promotional programs and public information materials.
5. Research available grants, prepare grant requests and administer grants.

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6. Establish and maintain effective working relationships with those contacted in the course of work including various cultural and social ethnic groups; effectively handle and resolve confrontation situations; coordinate work activities with those of other city departments as appropriate.
7. Prioritize work, prepare schedules, flexibly reschedule and meet deadlines.
8. Interpret, explain and apply complex regulations, standards and procedures.
9. Compile and maintain complex records.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years work experience in environmental services, recycling and waste reduction or related field, of which at least one year includes field activities interacting with residents and businesses.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, environmental science or a related field.

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain a valid Class C California Driver's License.

PHYSICAL DEMANDS

Sitting: Frequently to Occasionally
Standing: Occasionally
Walking: Occasionally
Bending: Occasionally
Crouching: Never
Stooping: Occasionally
Kneeling: Never
Crawling: Never
Climbing: Occasionally
Balancing: Never
Running: Never
Twisting: Frequently
Turning: Never
Jumping: Never

Lifting:
up to 10 lbs: Frequently
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Never
76 to 100 lbs: Never
100 + lbs: Never
Carrying
up to 10 lbs: Frequently
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Never
76 to 100 lbs: Never
100 + lbs: Never

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Pushing/Pulling:

up to 10 lbs: Occasionally
11 to 25 lbs: Never to Occasionally
26 to 50 lbs: Never
51 to 75 lbs: Never
76 to 100 lbs: Never
100 + lbs: Never

Grasping – firm: Occasionally
Finger dexterity: Frequently
Reaching forward: Constantly
Reaching overhead: Never to Occasionally
Pinch grasp: Occasionally
Grasp – light: Occasionally to Constantly

Coordination - Eye-hand: Never
Eye-hand-foot: Never
Driving: Frequently

Talking - Face-to-face: Occasionally to Frequently
Verbal contact: Occasionally to Frequently
Public: Occasionally to Frequently

Vision - Acuity far: Required
Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required

Hearing - Conversation: Frequently to Constantly
Telephone: Occasionally to Frequently (varies up to a full day)
Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Synthesizing, Coordinating, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.