

Castro Valley Sanitary District

is recruiting for a

SOLID WASTE SPECIALIST

Compensation: Beginning at \$6,373 - \$7,746 monthly,
with excellent benefits

Who We Are

Castro Valley Sanitary District (CVSan) is a small public agency located in the San Francisco Bay Area east bay. CVSan employs 21 regular, full-time employees and is governed by five elected Board of Directors. As a California Special District, CVSan has responsibility for the operation and maintenance of the sanitary sewer collection system and the provision of solid waste services within the unincorporated community of Castro Valley. The District also oversees the administration of a refuse collection franchise, the District's 25% interest in a wastewater treatment facility, implementation and administration of State and local mandated recycling programs, as well as District participation in sub-regional wastewater discharge and solid/hazardous waste management agencies. CVSan has a Zero Waste goal by the year 2029.

The Position

CVSan is currently recruiting for the position of Solid Waste Specialist. This person will oversee and perform professional level analytical, technical assistance, and specialized work in support of CVSan's solid waste management and collection, processing, and disposal services. In addition, they will coordinate 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.

The Typical Duties of the Solid Waste Specialist

- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the program;
- Analyze current waste prevention, recycling, organics, and hazardous materials disposal programs;
- Recommend policy and procedural improvements; implement waste prevention, recycling, and organics programs, such as business commercial, multi-family, and/or schools programs;
- Prepare correspondence, forms, media, informational and educational materials, graphic designs and specialized documents from drafts, notes, brief instructions, or corrected copy;
- Participate in and oversee the development of special events to inform the public of and market CVSan activities and zero waste programs;
- Prepare, update, and submit reports for Board and various regulatory agencies.

What You Will Need to be Successful

- Good working knowledge of the principles and practices of solid waste collection, waste prevention, organics, recycling, and disposal;
- Computer applications related to the work, including word processing, spreadsheet, and database applications;
- Ability to develop creative and effective educational, informational and media projects, and materials to market and improve CVSan's solid waste programs;
- Ability to accept and carry out responsibility for direction, control and planning;
- Strong communication skills, both verbal and written.

Education and Experience

Graduation from a four-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 implementing solid waste recycling programs or a field providing the required knowledge and skills, preferable in a public agency setting. Experience in an educational or communications setting is preferred. Experience in developing print media using software programs such as Adobe Design Suite is highly desirable.

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.

Licenses and Certifications:

Must possess and keep current 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.

Other Requirements:

Willingness and ability to work scheduled and additional hours as needed; attend meetings, workshops, and seminars during work and non-work hours as assigned.

To Apply:

Submit your cover letter, resume, response to the supplemental questions and Castro Valley Sanitary District (CVSan's) application form; download at www.cvsan.org/employmentopps. Your application packet may be emailed to: contact@cvsan.org or delivered or sent via mail to: 21040 Marshall St Castro Valley, CA 94546-6020. Applications are currently being accepted by Human Resources and must be received by March 24, 2017.

Castro Valley Sanitary District is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.