

EAST BAY REGIONAL PARK DISTRICT

SANITATION/RECYCLING COORDINATOR

GENERAL FUNCTION

Under direction, to support the Sanitation Department by analyzing, monitoring, researching, and coordinating varied sanitation and sustainability related projects.

ESSENTIAL FUNCTIONS

Assists the Sanitation/Recycling Supervisor with a variety of sanitation and sustainability related projects or assignments: performs research, provides analysis, collects data, conducts field and resource assessments, makes recommendations; maintains records and logs; prepares reports and writes correspondence; coordinates with other District departments and outside agencies; assists with monitoring budgets and tracking expenditures; attends meetings representing the District and makes presentations. Researches and identifies Federal, State and local grants potentially available to the District related to sustainability. Researches and communicates trends in recycling and related government legislation. Assists with coordinating and directing the work of other park staff and contractors in regards to recycling. Under the direction of the supervisor, writes technical specifications for a variety of sanitation and sustainability projects and consults with park supervisors and other staff to provide expertise and recommendations for projects throughout the District.

OTHER FUNCTIONS AND DUTIES

Coordinates the use of portable sanitation facilities; serves as Sanitation/Recycling Truck Driver when needed; stays abreast of sanitation technology to meet current and future District needs; insures the sustainability goals of the District are carried out; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education: A Bachelor's Degree from an accredited college or university, with major work in the discipline related to prospective duties; and

Experience: One year of experience performing research or work in any one of the fields related to the prospective duties.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

Familiarity with the codes that apply to the installation of septic systems and holding tanks. Also, thorough knowledge of septic systems, sewage collection, disposal techniques and equipment. Knowledge of sustainability practices as well as keeping up with modern waste reduction and recycling techniques. Ability to investigate and analyze situations, plan and organize research; to coordinate research with other District departments and other agencies. Ability to speak and write effectively. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. This position may be required to work evening and/or weekend hours for work related duties; may be required to wear a District uniform.

A valid California Class B driver's license with tanker and air brake endorsements is required. The license must be obtained within six months after being hired, transferred or promoted into the position and must be maintained on a current basis. Failure to obtain or maintain the license will result in the incumbent being removed from the position.

REPORTS TO: Sanitation/Recycling Supervisor

SUPERVISES: May serve as acting supervisor in the absence of the Sanitation/Recycling Supervisor; may supervise volunteers, seasonal workers, and outside crews. May act as lead person on a project basis.