ENVIRONMENTAL & SANITATION SERVICES MANAGER

DEFINITION
Under general supervision, manages the staff engaged in environmental programs including solid waste and recycling regulations, household hazardous waste management, and energy conservation and pollution prevention of local storm drains.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Oversees street sweeping, hazardous material collection, storage and disposal, residential and commercial refuse collection and disposal;
- Monitors City compliance with state municipal waste reduction and environmental laws;
- Provides updates and written reports to upper management;
- Researches, prepares and administers secured grants;
- Researches current and pending environmental legislation provides understanding and comprehension of laws to City officials and the public;
- Researches, investigates and resolves complaints or inquiries;
- Creates and develops public relations and public education materials including flyers, brochures, and radio and television advertisements;
- Assists in the preparation of Division budget;
- Maintains and inventory of equipment and supplies and orders materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of waste reduction concepts and applicable environmental laws, budgeting and purchasing process and procedures, research methods governing environmental programs and laws, program marketing techniques and public education strategies;
- Skilled in providing and following oral and written instructions, and establishing and maintaining productive working relationships;
- Ability to perform essential duties with minimum supervision, and to effectively communicate verbally and in writing;
- Proficient in operating a personal computer and MS Office software package;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending, and lifting up to 30 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, hazardous fumes and chemicals and infectious diseases.

QUALIFICATIONS
Bachelors degree Public Administration, Communications, Marketing or closely related field, AND five (5) years experience in Solid Waste Management, Planning or Operations including two (2) years of supervisory or management level. Must possess at the time of application and maintain a valid California Driver's License.