

CITY OF MERCED

Employment Opportunity *for*

Recycling Coordinator

SALARY: \$3573.54-\$4343.66 Monthly

FINAL FILING DATE: November 15, 2012

Current and future vacancies will be filled from this eligible list for a period of one year from the date of certification. **Note:** Applications must be in the Personnel Office by 5:00 p.m. on the filing deadline date or they will not be accepted for any reason. **Postmarks are not acceptable.**

THE POSITION

The Recycling Coordinator, under general supervision evaluates, recommends and assists with implementation of residential and commercial recycling and green waste programs for the City, with an emphasis on public education and outreach; and to assist with coordination of recycling or green waste activities with other divisions, departments, entities and governmental agencies. Prepares grant applications and monitors applicable legislation.

Typical duties include, but are not limited to, assisting with administration of a recycling/green waste awareness program; advertising the program and conducting public relations activities; encouraging citizen and business participation in waste diversion and reduction programs; identifying methods to modify content of waste stream to reduce contamination in City operated waste diversion programs; assisting with compliance and supports the Municipal and State Codes regarding refuse and recycling collection and disposal practices, including state and local inspection and reporting requirements; dealing directly with members of the public to address and resolve complaints and concerns; interpreting and explaining policies, procedures, requirements and programs to customers and businesses; receiving and investigating complaints attributed to the disposal of refuse contamination within waste diversion collection activities, following up by telephone, in person, or by email as appropriate, researching history for previous violations, communicating with city departments in documenting complaints and issues citations to code violators, documenting each complaint from receipt to final resolution; conducting educational presentations for solid waste collection and diversion programs at public events and meeting, including public school education programs and presentations; providing continuing education to city staff and the public through newsletters, utility bill inserts, website, cable public access channel, and other available means; conducting regular and special studies; collecting and analyzing data; recording and presenting findings and recommendations; preparing and submitting requests for grants; providing input for recommendation of goals and objectives; assisting in the development of policies and procedures; preparing various reports on operations and activities in areas of assigned responsibility; participating in budget preparation; providing cost estimates for budget recommendations as it applies to waste diversion programs, to include, but not limited to advertising/educational materials, appropriate container types/sizes, impacts to annual tonnage expenses, tracking rebates or grants; submitting justifications for budget items; monitoring and controlling expenditures; preparing and assisting with implementing programs to increase citizen and business awareness of the need to remove recyclables from waste stream; researching procedures to improve the economic feasibility of recyclable collection services; inspecting garbage and diversion program containers, performing random and scheduled inspections; the incumbent in this position has a high degree of interaction

with others both within and outside the organization, in particular with existing solid waste management, lead staff or the Merced County Regional Waste Management Authority. In addition, the incumbent works with individuals outside the City who may belong to professional or peer organizations; working with various state and federal agencies may also be required as well as with vendors and suppliers for information on purchases, supplies or products; performing related duties as assigned.

Must have the knowledge City and Public Works policies rules and regulations; recycling methods and practices; pertinent Federal, State and local laws, codes and regulations as related to recycling issues; principles of grant administration; principles of public relations and advertising; technical report writing styles; research methods and practices; budget and fiscal procedures and methods; principles and procedures of record keeping; principles of proper English usage, spelling, grammar and punctuation; modern office procedures, methods and computer equipment.

Must have the ability to gather and prepare clear and concise reports; prepare statistical and narrative reports; speak effectively in public; interpret and apply Federal, State and local policies, procedures, laws and regulations; identify and respond to public issues and concerns; establish and maintain cooperative working relationships with those contacted in the course of work; organize and coordinate the activities of community recycling groups through program planning and implementation; prepare written customer correspondence; perform a wide variety of sensitive and difficult customer service activities; use personal computer and appropriate software; deal tactfully and courteously with the public, representatives of other agencies and other City staff when explaining the functions and policies of the Public Works Department; work independently ; maintain complex manual and computerized records and prepare reports; understand and carry out oral and written instructions.

THE REQUIREMENTS

Education and Experience

Any combination of training and experience likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be graduation from High School or equivalent and two (2) years of increasingly responsible administrative or technical experience involving customer service, public relations, including field experience in inspection, refuse, recycling or green waste collection and disposal.

Certificates, Licenses, Registrations

Possession of an appropriate California Driver's License.

Desirable Requirements

An AA degree; the ability to speak and write a second language, preferable Spanish or Hmong.

Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

Smoking and Tobacco Product Use

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment. Employees hired for positions after January 1, 2006 shall not be permitted to

habitually use any tobacco products. Failure to follow this policy will lead to disciplinary action, up to and including dismissal.

PHYSICAL DEMANDS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication.

WORK ENVIRONMENT

Work is performed in an office environment and outdoors; frequent contact with the general public and other City staff. Must be able to work evenings, nights and weekends when required.

THE EXAMINATION

Application Review-Qualifying Only: Those applications which meet the minimum qualifications will be submitted to an Application Screening Panel to select a number of the most qualified candidates to continue in the exam process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of application training, experience, and education for the position.

Written Examination – Pass/Fail: A job-related written examination will be administered to all candidates meeting minimum qualifications. Candidates scoring in the higher percentile will be invited to the oral interview. **WRITTEN EXAMINATION DATE: TO BE DETERMINED**

Oral Interview - 100%: The oral board may evaluate such dimensions as decision making, performance under pressure, flexibility, oral communication skills, and problem analysis. The oral board is conducted to evaluate a candidate's training and experience for the position. The oral board is conducted to evaluate a candidate's training and experience for the position and will decide which candidate(s) are qualified, based on the oral interview. Candidates must score in the higher percentile bracket to qualify for the employment list. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and City Manager from the top three candidates on the employment list. **ORAL BOARD DATE: TO BE DETERMINED**

PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a medical examination, drug test, background and fingerprint check. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Employment eligibility verification is required by the Immigration Reform and Control Act of 1986. If you are a U.S. citizen this may be done with a Social Security card and a valid driver's license. You must have these items or other acceptable documents before you can be hired. All new City employees, at time of appointment, are required to sign up for automatic deposit of their payroll check. The City has a Veteran's Preference System that is available in all open competitive recruitments. Please contact the Personnel Office at (209) 385-6837 or e-mail personnel@cityofmerced.org for a City application form or if you have any questions.

EXAM I.D. # 6665-18-10/31/2012

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54 (b), the City does not discriminate in admission or access

or treatment or employment in, its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance, Deneen L. Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments should be addressed to the Coordinator at (209) 385-6839 or at the TTY telephone number indicated above.

EQUAL OPPORTUNITY EMPLOYER/A.D.A.

****INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE****