

**CITY OF EMERYVILLE
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

CREATED: June 2012

**TITLE: ENVIRONMENTAL PROGRAMS TECHNICIAN
FLSA: Non-Exempt**

Job Code: 1326

DEFINITION

Under general supervision provides outreach, technical and administrative support for the development, implementation and promotion of environmental programs and compliance within the Emeryville community which support the City's Sustainability Element of the General Plan, Climate Action Plan, and waste reduction programs; performs other duties as required.

EXAMPLES OF DUTIES - : *(The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.)*

Assists in the implementation of all waste reduction programs;

Maintains knowledge of applicable regulations, City and local ordinances, and local agreements relating to recycling and waste reduction.

Works with and monitors contractors to ensure compliance with the City's Construction and Demolition Ordinance;

Works with businesses to develop self administered recycling programs; conducts site specific waste audits.

Assists in developing and implementing promotional information such as brochures, newsletters and press releases and coordinating special events.

Provides outreach, training, materials, equipment and technical assistance to businesses, schools, single and multi-family residential homeowners, city facilities and city sponsored events in the implementation of waste reduction programs;

Participates with other City departments, community service providers, consultants, other jurisdictions and agencies in the City's environmental program education and outreach efforts;

Coordinates or assists in community events which promote a sustainable environment, including but not limited to Earth Day, Shoreline Clean-up, Bike-to-Work Day;

May conduct site inspections of businesses, schools and residential areas to assess recycling, composting and waste reduction efforts and compliance with City ordinances;

Confers with other departments, public officials, consultants and citizens and explains applicable legal mandates and City policies and procedures; may make presentations on waste management projects and programs.

QUALIFICATIONS

Knowledge of the principles and industry practices of recycling and waste reduction; federal, state, and local laws and regulations related to recycling and waste reduction and applicable programs.

Ability to perform both complex and routine technical and administrative support work with speed and accuracy; effectively coordinate recycling functions; prepare complex records and reports; communicate clearly, concisely and tactfully in both oral and written forms; accurately observe situations, document and report observations; read and comprehend complex materials that may be technical in nature; make mathematical calculations with accuracy; establish priorities and meet critical deadlines; interpret State, Federal and local laws and regulations related to recycling and waste reduction.

Education and Experience:

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:

Education:

Graduation from high school supplemented by specialized coursework and training in integrated waste management and/or resource recovery field.

Experience:

Three years of responsible technical and administrative experience in the field of waste management, with at least one year of which shall have been in the recycling industry.

Special Requirements:

Must be able to attend evening and weekend meetings and/or events, as required. Typical work would consist of using personal computer and telephone, and filing documents. Field work may involve traveling by foot outdoors in all climates. Must have eyesight sufficient to read data, memos, plans, working drawings, engineering plans, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 25 pounds, stand, walk, bend, reach above and below shoulders.

Licenses/Certificates:

Possession of a valid California Driver's License with a satisfactory driving record.