

TITLE: Waste Diversion Specialist

CLASSIFICATION: Classified

SALARY GRADE: C06

SCOPE OF POSITION:

Under general direction, provides waste reduction and diversion services for the District's sites and programs. Serves as a resource to District constituent groups for waste practices. Provides recycling and compostable collection service. Administers and adjusts waste services for departments, hauling vendors, project managers, and event coordinators.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Establishes, maintains, and adjusts waste services and systems for divertible materials by planning routes and services, responding to requests and alterations of regular and special services, and creating and recommending changes of services. Ensures that waste diversion programs comply with local, state and federal rules and regulations. Administers the collection of divertible materials. Services waste bin routes, and responds to service requests, including for special events.
2. Provides training to constituent groups on waste reduction, diversion practices, and zero waste habits. Researches best practices, publishes newsletters, develops and presents training for student, faculty and staff, and designs and distributes displays and signage.
3. Assists in developing and prioritizing goals and plans for communicating goals and outcomes with District and community leaders; shares goals and accomplishments through the District and social media; serves as a standing committee member to the District Sustainability Committee.
4. Compiles and synthesizes data in order to make recommendations to adjust programs by auditing waste quantities and expenditures. Creates spreadsheets that perform calculations and prepares data charts; prepares reports and presents findings to constituent groups.
5. Creates schedules with project managers and administrators to remove divertible materials for department moves and building demolitions.
6. Maintains, repairs and operates equipment.
7. Supervises and trains student employees.

KNOWLEDGE OF:

1. Waste reduction and diversion programs, practices, and processes.
2. Methods, supplies, equipment, and tools used to recycle paper, cardboard, California Refund Value (CRV) beverage containers, wood waste, scrap metal, organic materials for composting, and other materials.
3. Relevant local, state, and federal rules and regulations, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Provide support for a large-scale waste diversion program, including recycling and organics.
2. Operate vehicles, hydraulic lifts, forklift, and hand and power tools.
3. Communicate recycling procedures and methods to students, faculty, and staff.
4. Perform physical labor.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree.

EXPERIENCE:

1+ year of related experience operating a recycling or waste diversion program required.

OTHER REQUIREMENTS:

- This classification requires the use of a District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), safely maneuvering heavy items using hand truck or dolly, bending, standing, climbing, crawling or walking.
- Position has potential for exposure to hazardous work locations, materials and waste.
- May be required to wear certain personal protective equipment, such as gloves, dust masks, ear protection, and safety glasses.
- Is required to occasionally work under inclement weather conditions.
- Must complete forklift, back safety, and blood borne pathogen training classes satisfactorily, and must maintain currency or certifications in these classes throughout employment.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).