

**West Contra Costa Integrated
Waste Management Authority**

MANAGER, SOURCE REDUCTION

&

RECYCLING PROGRAMS

DEFINITION

To plan, organize, supervise and coordinate the work of assigned staff and consultants working on multiple solid waste, source reduction and recycling programs; to ensure compliance with the requirements of the California Public Resources Code and regulations issued by the California Department of Resources Recycling and Recovery (CalRecycle); to plan; develop, promote and implement community and out- reach activities regarding Authority's source reduction and recycling programs; to represent the Authority and its programs to various public and private citizen groups, agencies and regulatory agencies.

DISTINGUISHING CHARACTERISTICS

This is management classification responsible for providing specialized expertise and advanced knowledge in the areas of recycling, solid waste management, and related environmental protection issues. Incumbents are required to perform assignments independently drawing upon technical knowledge and expertise of the solid waste management field.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Administer and ensure compliance with the requirements of the California Public Resources Code and regulations issued by CalRecycle involving solid waste reduction, household hazardous waste and related environmental protection programs.

Provide leadership and direction to ensure establishment of effective community relations, public education and information and outreach program activities directed at reduction of waste disposal in landfills and removal of household hazardous waste.

Administer and co-ordinate source reduction and recycling activities identified in approved plans for implementation by member agencies, franchised solid waste collectors, generators, and recyclers.

Provide technical assistance to member agencies, solid waste generators, collectors, and recyclers to reduce the amount and of landfill waste and provide for the development and monitoring of markets for materials recovered from the solid waste generated within the boundaries of the Authority.

Analyze and compare alternative source reduction, recycling and composting programs to reduce the amount of waste landfilled.

Analyze and compare alternative programs for safe collection, treatment, recycling and disposal of household hazardous waste.

Develop and implement alternative education and public information programs directed at source reduction and recycling programs.

Develop and recommend for implementation solid waste reduction and recycling programs. Prepare responses to correspondence for appropriate signature and prepare reports to the Authority Board of Directors, member agencies and the public.

Evaluate and provide comments and recommendations on legislative and regulatory proposals at the state, local or federal level.

Prepare and administer requests for proposals for professional and other services necessary to implement Authority programs and related activities.

Research opportunities for grant funding and other funding assistance, prepare applications for grants and other funding assistance; research, gather and develop annual program budgets.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

Normally work is performed in an office environment; some exposure to outside conditions; constant contact with staff and general public.

Minimum Qualifications

Knowledge of:

State and federal laws and regulations governing solid waste activities; solid waste industry practices; development, operations and management of source reduction, recycling, composting, household hazardous waste programs and related public education and information programs.

Community relations skills associated with the implementation and public education of source reduction, recycling, household hazardous waste, composting and other related environmental protection programs.

Preparation and administration of requests for proposals and grant application; contract administration and management of budget and fiscal controls.

Theory and principles of supervision and human resource management.

Ability to:

Develop, implement and monitor progress of source reduction, recycling, household hazardous waste and composting programs; long range program goals.

Provide public education and community relations associated with the Authority's various environmental protection programs.

Analyze various situations and take appropriate course of action; analyze budget and technical reports; interpret state, federal and local laws, rules and regulations associated with environmental protection programs.

Research data, meet deadlines, apply sound logic and judgment in problem solving.

Communicate effectively, tactfully, and persuasively orally and in writing.

Supervise, train and evaluate performance of assigned staff, volunteers, and consultants/contractors.

Establish and - maintain effective working relationships with those contacted during the course of performing duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four (4) years of increasingly responsible experience in the planning, delivery, operation of source reduction and recycling services with at least one year of successfully managing and operating related programs.

Education

Education equivalent to a Bachelor's Degree in Environmental Science, Planning, Public Administration or closely related field.

License

Possession of an appropriate valid California Driver' License.