



JOB DESCRIPTION

Environmental Programs Technician

Date Prepared: November, 2022

SUMMARY: Under general supervision, develops and administers environmental programs including recycling, solid waste, and other related programs; educates, notifies, and advises customers about environmental programs; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assist with planning, development, and coordination of environmental programs including recycling and solid waste management.
- Assist with research, preparing, and implementing environmental programs in adherence to local, state, and federal requirements.
- Coordinate implementation and monitor the mandatory commercial and multi-family recycling program; identify eligible businesses; meet with business managers/owners; conduct site visits and waste audits; prepare recycling evaluations; make recommendations; coordinate service level changes.
- Assist with implementation and promotion of other division projects such as curbside recycling, mandatory commercial organics recycling, California Refund Value (CRV) recycling, backyard composting, household hazardous waste, and reusable bag promotion.
- Gather, analyze, and interpret data and information for the evaluation of commercial solid waste and recycling service levels and other division environmental programs.
- Maintain records, compile information, and prepare reports regarding division environmental programs.
- Develop and present public education programs and educate consumers at various community events and venues, including schools.
- Perform public education activities; develop educational campaigns; create fliers, posters, door hangers, and other public education materials; make public presentations.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent, SUPPLEMENTED BY 30 college semester units. Two years of related experience in the environmental field, sales, and/or public speaking is required.

Knowledge of:

- City policies and procedures.
- Local, state, and federal laws, codes and ordinances regarding recycling and solid waste management.
- Principles and practices of recycling, composting, and waste management.
- Knowledge of Microsoft Office applications, including Word, Excel, PowerPoint, and Publisher.
- Principles and practices of project management, planning, and coordinating events.
- Principles and practices of public speaking.
- Principles and practices of public relations and marketing.
- Principles and practices of conflict resolution.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal codes, laws and regulations regarding solid waste management and recycling.
- Using hand tools and measuring equipment.
- Public speaking and presentations.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, businesses, contractors, consultants, external public and private agencies and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in variety of locations, in the office and out in the field and is subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. May be required to climb ladders and traverse on uneven surfaces. May be exposed to extreme weather conditions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Will be required to assist with setting up division displays, pop-up canopy, tables, and chairs. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date