

City of Watsonville



Job Description

JOB TITLE: Resource Waste Advocate I/II

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Senior Integrated Waste Worker or other designated supervisory personnel.

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To safely assist and perform operations with solid waste staff and the public; to advocate for waste reduction, identify and communicate recycling opportunities and perform other duties, as assigned. Resource Waste Advocates assist in the planning, organizing, advocating and conducting of public education for waste reduction, proper recycling practices, household hazardous waste disposal, pollution prevention and related areas.

DISTINGUISHING CHARACTERISTICS

The I is the entry level of the Resource Waste Advocate series. The Resource Waste Advocate is responsible for conducting field inspections, and identifying routes and customers with high cart and container contamination. While the I assists, the II advocates in planning, scheduling and making presentations related to waste reduction and recycling to schools, businesses, multi-family dwellings and community groups. They perform general record-keeping, clerical tasks and provide information to the public. The II also assists in programmatic duties of the food waste program and reporting to CalRecycle as well as assists in ensuring regulatory compliance. Employees in this classification receive close supervision within a framework of well-defined policies and procedures. As knowledge, background and skills increase, promotion to the next higher level class can be reasonably expected (as openings occur).

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Conduct field inspections of customer carts and containers to identify contamination and improper disposal; Inspections are conducted ahead of the collection routes to identify and communicate improper carts/containers; maintains records and prepares notices and correspondence related to improper use; contacts customers in-person, by phone or by providing literature to inform, educate and change behaviors
- Works with collections staff to identify routes and customers with high potential for cart and container contamination
- Develop display materials for special events; assist in identifying locations for possible education/informational displays on reducing waste and recycling; plans and prepares age appropriate displays; staffs display booths to distribute material and answer questions

- Identify creative and effective methods to assist schools, businesses and residents, including multi-family complexes, to identify waste reduction and recycling opportunities; assist in identifying target businesses and groups for outreach efforts; develop presentations and materials for outreach
- Schedule, plan and make presentations related to waste reduction and recycling to schools, businesses, multi-family complexes and community groups; set up meetings to identify appropriate methods and needs for outreach; and develop presentation materials and displays
- Prepare or assist in the preparation of a variety of written materials, including brochures, advertisements, surveys, newsletters, social media, promotional articles and press releases; distribute informational materials and educational brochures related to waste reduction and recycling to the public
- Provide clerical support, answer phones, respond to public inquiries, and make meeting arrangements
- Performs related duties as assigned

Resource Waste Advocate II

(In addition to the above standards)

Duties may include, but are not limited to, the following:

- The II is differentiated from the I in that it performs higher level duties in support of programmatic functions related to the food waste program such as conducting outreach
- Assists management in its effort to ensure compliance with CalRecycle by conducting such tasks as data collection and report generation and may exercise limited oversight over the I, where appropriate

EMPLOYMENT STANDARDS

Knowledge of:

- Safe work practices
- Standard office practices, procedures and equipment
- Proper grammar, punctuation, and business correspondence format
- Safe driving skills
- Solid waste practices
- Industry recycling best practices and regulations

Ability to:

- Communicate effectively to solve customer service challenges in accordance with city standards
- Perform basic mathematical computations accurately
- Count money quickly and accurately
- Operate a cash drawer and receipt system
- Read and write effectively
- Enter data into a computer and generate reports
- Understand and follow oral/written instructions
- Work independently and exercise sound judgement
- Lift up to 50 lbs.
- Stand for extended periods of time
- Distinguish colors, symbols such as colored medical waste containers and recyclable materials

- Hear and distinguish various sounds such as the voices of the public, co-workers in a noisy environment
- Work outdoors in variable weather conditions for up to 8-hours
- Work in conditions such as: high noise levels, strong and unpleasant odors, vibration from equipment and dust from various materials
- Keep a clean workplace and environment
- Operate a camera for documenting contaminated carts and containers
- Safely and effectively perform required duties
- Establish and maintain effective and respectful working relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged sitting
- Standing and walking on level and uneven surfaces
- Reaching, twisting, turning, kneeling, squatting and stooping
- Working in various weather conditions outdoors
- Working indoors in various conditions (i.e. dusty, humid, moist, cool, and noisy)
- Ability to sit in front of a computer for prolonged periods
- Ability to generate presentations and marketing material
- Ability to hear and provide phone and personal service
- Ability to lift, drag and push display boards, folding tables, presentation materials, files and documents weighing up to 25 pounds
- Ability to work in odorous, around fumes, noisy, dusty, and slippery conditions inspecting refuse and recycling containers
- Working and walking around heavy equipment, tools and machinery
- Ability to drive motorized vehicles

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Minimum of one years' experience in the solid waste and recycling industry

Resource Waste Advocate II

In addition to the above standards, the II must possess:

- Two years' experience as a Resource Waste Advocate I

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- High School education or GED equivalent
- 40 hour HAZWOPER
- Fluency in both English and Spanish is desirable