



EMPLOYMENT OPPORTUNITY

Environmental Programs Coordinator

Salary: \$33.23 - \$46.96 Hourly
Job Type: Full-Time
Department: Municipal Services – Solid Waste
Benefits: Benefits Eligible

The Position

Under general supervision, coordinates and oversees the daily operations of the Town's Solid Waste, Fats, Oils and Grease (FOG), community enhancement, and environmental programs; enforces the Town's solid waste ordinances, including contracted refuse and recyclable collection; applicable maintenance ordinances; performs related duties as required.

Job Functions

- Plan, organize, coordinate all aspects of daily operations of Solid Waste Programs.
- Direct and supervise subordinate staff, volunteers, other division tasks.
- Set work priorities, create schedules, provide training, conduct performance evaluations, give commendations and/or corrective/disciplinary feedback to employees.
- Administer the Adopt a Street Program, solicit participants, order signs, assist in determining sign placement, arrange for the disposal of collected rubbish, order and ensure needed supplies for scheduled clean up, and maintain various records.
- Coordinate logistics of bi-annual Community Cleanup Day events with other departments.
- Create and maintain procedures related to division tasks.
- Compile data and prepare reports on programs.
- Conduct research and solicit quotes on labor, equipment, or tools needed to accomplish division assignments.
- Assist with administration of grants for Tire Cleanup, Used Oil Payment Program, and other grants as applicable.
- Ensure compliance with State regulations for collection and storage of tires and similar items collected by division.
- Attend public outreach events and educate the public about Town services.
- Update and maintain computer records and create forms to track division productivity and results.
- Review building plans for compliance with Town codes regarding trash enclosures and other related solid waste/environmental considerations.
- Maintain confidentiality of work-related issues and Town information.
- Performs other duties as assigned.

Qualifications

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

Required: High school diploma OR GED equivalent supplemented by 60 college semester units AND two (2) years code enforcement and waste management operations experience; OR an equivalent combination of education, training, and experience.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Friday, February 24th, 2023, at 4:30pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.