

CITY OF GILROY IS HIRING

ENVIRONMENTAL PROGRAMS MANAGER

Public Works Department

\$10,698.67 - \$14,267.50 Monthly Plus Excellent Benefits

Opportunity to work a 9/80 work schedule with every other Friday off.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is recruiting for a full-time Environmental Programs Manager in our Public Works Department. In this exciting opportunity the Environmental Programs Manager (EPM) will be at the forefront of shaping and implementing environmental initiatives that have a lasting impact on our community. The EPM will work under the supervision of the Public Works Director and will oversee a comprehensive environmental protection program and ensure compliance in the areas of solid waste, waste reduction, recycling, green waste, municipal stormwater system, and energy and natural resources conservation. If you're a dedicated and passionate environmental professional looking to make a difference, we want to hear from you!

The Environmental Programs Manager is poised to make significant contributions to a variety of environmental programs that require management, coordination, and compliance. For example, the EPM will work closely with Gilroy's current waste collection contractor to implement the various community programs related to recycling, composting, and other waste reduction which requires significant community outreach and education.

This position is an exempt, mid-management level position that must exercise competent discretion and judgement in the performance of duties and interactions with others. This position will be included with the Gilroy Management Association employee group.

THE TEAM AND DEPARTMENT

When you join our team, you will work amongst Public Works professionals who share a passion for serving the residents of Gilroy and improving the community. Our goal is to continuously promote a better quality of life for those who live, work, and visit the City of Gilroy by facilitating efficient engineering services and the creation of orderly growth and development within the city. The Public Works team values teamwork, innovation, collaboration and offers a busy, yet supportive environment. Our team works tirelessly to develop and implement innovative programs and policies that promote sustainability, mitigate environmental risks, and enhance the quality of life of our residents.



APPLICATION CLOSING DATE:

May 16, 2024

INTERVIEW PANEL DATE:

June 6, 2024

DEPARTMENT INTERVIEWS:

Week of June 10th

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- A completed application along with responses to the supplemental questions.
- Cover letter that explains your specific interest in this position with the City of Gilroy is required.
- Detailed resume focusing on relevant work experience and education is required.

Apply at

www.CityOfGilroy.org/jobs



THE IDEAL CANDIDATE WILL

- Oversee the administration and compliance of environmental regulations ensuring adherence to various federal, state, and local laws and regulations.
- Effectively lead and manage various environmental programs.
- Confidently interact and effectively communicate with members of the community both verbally and in writing and be knowledgeable of outreach methods using a variety of platforms.
- Have an awareness of environmental issues and concerns affecting the area and surrounding cities.
- Apply current waste reduction technologies, methods, and materials to support the City's long term environmental and sustainable goals.
- Have an advanced level of knowledge on solid waste management, recycling, household hazardous waste materials, and energy conservation.
- Oversee compliance with Municipal Separate Storm Sewer System (MS4) permits and regulated stormwater discharges and associated improvements for trash capture.
- Manage and coordinate the activities of storm drain and stormwater programs, and coordinate with city street maintenance crews on relevant stormwater compliance matters.
- Analyze statistical data and compile reports to reflect trends and the status of the City's environmental programs.
- Be knowledgeable in the areas of grant administration, contract development, and budgeting principles.
- Oversee and participate in the preparation of budgetary planning and actions. Monitor budgets and spending to ensure efficient use of resources and funds.
- Prepare and present reports, presentations, and recommendations to senior management, elected officials, and the public on environmental matters.
- Be a solutions-oriented leader and a collaborative problem solver with competent decision-making skills.
- Maintain effective working relationships with funding agencies, community-based organizations, other public agencies, and the public.
- Provide exemplary customer service skills to include timely and accurate responses to residents and customers conjoined with empathy and a sincere desire to provide service to the community.
- Have strong time management skills to effectively manage workload.



**Job description updates pending final approval of Personnel Commission.*

EXAMPLES OF FIRST YEAR PROJECTS/ASSIGNMENTS:

- Serve a key role within the Public Works Department and represent the City on the County's Recycling and Waste Reduction Commission (RWRC) and other regulatory bodies.
- Develop work plans, and lead efforts to ensure compliance with legislation and regulatory requirements including SB1383 and associated reporting to CalRecycle, and regulated MS4 and stormwater discharges/trash capture.
- Manage the various contracts including the Franchise Agreement, as well as pursue and manage grant funding including the SB 1383 Local Assistance Grant Program.
- Participate in the preparation of budgetary documents and monitor budgets to ensure efficient use of resources and funds as they relate to the Stormwater and Waste (solid waste, green waste, recycling, etc.) programs.
- Develop and participate in public outreach and education programs, as well as present policies, programs and projects in public hearings, community meetings, and in internal and external project meetings.

QUALIFICATIONS

- A combination of education and experience equivalent to a bachelor's degree in Environmental Studies, Business Administration, Public Administration, or a related field AND four years of increasingly responsible work experience relating to municipal environmental programs. Equivalency is determined at the sole discretion of the City of Gilroy.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- May be subject to work evenings and weekends when participating in community events, attending Council meetings or other agency meetings.
- Pass an employment background check to include a Department of Justice criminal record check.
- May be required to pass a post-offer medical examination, which includes a drug test.
- Prefer non-tobacco user.
- Bilingual (English/Spanish) desired, but not required.

**Job description updates pending final approval of Personnel Commission.*

REPRESENTATION:

Gilroy Management Association (GMA)

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at: (408) 846-0228

Apply at www.CityOfGilroy.org/jobs

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- Detailed resume focusing on relevant work experience and education is required.

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit it online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been

established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed.

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY, EQUITY, INCLUSION, AND BELONGING. JOIN OUR TEAM!

