



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **ENVIRONMENTAL TECHNICIAN**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Friday, October 30, 2020 @ 5:00 PM

### **SALARY**

\$41.05 - \$51.33 per hour (\$7,116 - \$8,899 per month)

### **THE POSITION**

The City of Dublin is currently seeking one full-time, Environmental Technician to perform specialized work in the development, implementation and promotion of environmental programs and compliance within the Dublin community. This position performs duties relating to the delivery and oversight of programs related to solid waste management, pollution prevention, stormwater, mitigation of greenhouse gas emissions, as well as staying abreast of the changing laws and regulations of environmental resource management and sustainability principles.

### **EXAMPLES OF DUTIES**

- Plan, develop, and administer environmental programs for the City, including programs that support the City's mission and vision relative to climate protection, solid waste management, transportation, stormwater, green building and mitigation of greenhouse gas emissions.
- Conduct research and analytical studies on a variety of environmental issues/programs and trends in sustainability to ensure City's compliance with federal, state, regional and local mandates.
- Formulate recommendations and promote programs and activities which support the City's position/goals relative to sustainability issues.
- Review and make recommendations for revisions of City ordinances regarding environmental programs.
- Participate with other City departments, community service providers, consultants, other jurisdictions and agencies in environmental programs development and coordination efforts, as well as advocacy and education.
- Review building plans to ensure compliance with codes, ordinances and regulations, as needed.
- May conduct site inspections of businesses, schools and residential areas to assess recycling, composting and waste reduction efforts and/or stormwater program compliance; prepare reports and recommendations based on site visits.
- Design and develop a variety of materials and activities to promote, implement, and evaluate assigned environmental programs to enhance public awareness, educate citizens and encourage proactive and cooperative problem solving.
- Prepare grant applications and handle the details of grant administration including contracts with state, county and regional agencies.
- Perform required duties under the City's disaster response plan.
- Assist with environmental programs budget development and administration, including contract administration, invoice processing and maintenance of support inventory for a variety of programs.
- Conduct presentations relating to the City's environmental programs and program proposals to City Council, City Departments, a variety of Council appointed commissions and advisory committees; act as a staff liaison to a variety of City committees with sustainability focus, and provide technical assistance and input as necessary.

- Plan and serve as lead staff in the development and coordination of community events which promote the environment, such as Dublin Pride Week, Creek Cleanup Day, and Bike-to-Work days.
- May coordinate consultant and support staff work activities and determine work priorities and methods; provide lead direction and training for program support staff.

## **QUALIFICATIONS**

1. Education: Equivalent to a Bachelor's degree from an accredited college or university with course work in engineering, public administration, environmental studies, environmental science, or other fields relevant to this position.
2. Experience/Skills: One-year experience in professional or sub-professional work that includes municipal, or environmental engineering, or experience with a public agency or private firm that includes engineering, environmental studies or public administration. (A Master's degree in engineering, public administration, environmental studies, environmental science, or related discipline may be substituted for 6 months of the required experience).
3. Licenses, Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

### **Knowledge Of:**

- Principles and industry practices of stormwater regulations and permit requirements; green building practices; climate protection policies and action measures; source reduction, recycling, and composting best management practices; clean air, water conservation, and environmental sciences.
- General marketing and outreach practices related to environmental programs.
- Applicable local, county, state and federal laws and regulations relating to environmental programs.
- Federal, state and regional funding sources.
- Principles and practices of government organizations, budget and grant development and administration.
- Principles and practices of basic research including data gathering, analysis and statistical methods.
- Principles and practices of business correspondence and report writing.
- Principles and practices of conducting formal and informal presentations.
- Modern office procedures, computer equipment and business applications.
- Customer service techniques including problem solving and conflict resolution.

### **Ability To:**

- Research and analyze complex situations, compile and interpret data and statistics, understand and interpret laws and regulations.
- Prepare reports with recommendations.
- Understand and participate in the administration of a program budget.
- Problem solve and gain cooperation and support through discuss and persuasion.
- Exercise independent judgment in carrying out assignments within established guidelines.
- Communicate clearly, concisely and tactfully in both oral and written forms.
- Prepare comprehensive report and information brochures with clarity and accuracy.
- Accurately observe situations, document and report observations.
- Read and comprehend materials that may be technical in nature.
- Make mathematical calculations with accuracy.
- Establish priorities and meet critical deadlines.
- Interpret and apply local, state, and federal laws and regulations.
- May provide lead direction and review the work of assigned staff as required.
- Perform related work as required.

## **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **ENVIRONMENTAL TECHNICIAN** position is **\$41.05 - \$51.33** per hour (**\$7,116 - \$8,899 per month**). The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.31 per month; (\$1,900 per month beginning January 2021)
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA); (\$1,000 HRA beginning January 2021)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Wellness reimbursement program \$25 per month
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year; (2 Floating Holidays beginning January 2021)
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 17 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors, which totals approximately 35 in the department.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 65,716 within 14.59 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City’s customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.

- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**ENVIRONMENTAL TECHNICIAN**” and “**Apply Now.**” Applications must be received by **5:00 p.m. on Friday, October 30, 2020.** No faxed or e-mailed applications or postmarks will be accepted.

If you have additional questions regarding the recruitment, please email Human Resources at [humanresources@dublin.ca.gov](mailto:humanresources@dublin.ca.gov) or call at 925-833-6605.

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## **SUPPLEMENTAL QUESTION(S)**

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The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s Public Works Inspector position. In order to continue in the City’s recruitment process, you are required to complete this Supplemental Questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)

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**Please limit your response to 250 words for each question.**

1. Please summarize your experience in developing and/or administering sustainability and environmental programs, such as Solid Waste Management/Zero Waste, Climate Action, Energy Efficiency, Green Building, Alternative Transportation, Stormwater Management, and Green Business.
2. Please describe your experience in producing written reports and making oral presentations on the subject matter in the reports. In your response please include the types of reports you produced as well as the audience for whom the report was intended.
3. Describe your experience working with data from various sources (i.e. customer databases, monthly reports, etc.) and how you used the information to analyze trends, track performance, and/or ensure compliance. Describe the platforms (i.e. database management, customer relationship management, business intelligence software, etc.) you used and your level of expertise.
4. Describe your knowledge of local and state environmental legislation and regulations (i.e. pertaining to stormwater NPDES permits, solid waste and recycling, energy, etc.). Describe your ability to analyze pending and existing legislation and regulations and to prepare concise briefing materials and recommendations.

**THIS ANNOUNCEMENT** is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.