



CITY OF CUPERTINO
invites applications for the position of:

Environmental Community Assistant

CUPERTINO

SALARY: \$32.00 - \$36.00 Hourly

DEPARTMENT: Public Works

OPENING DATE: 12/14/18

DESCRIPTION:

The City of Cupertino is recruiting for an engaging and motivated Environmental Community Assistant in the Environmental Programs division in Public Works. Under general supervision, the Environmental Community Assistant supports the assigned division by assisting with administrative tasks as well as building relationships with public and private agencies, organizations, and groups; and participating in community outreach events and activities. This is both an administrative and outdoor role. Job duties will vary depending on the program area to which the employee is assigned. This is a part-time temporary non-benefited position limited to 995 hours per fiscal year.

ESSENTIAL DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Administrative tasks such as filing, organizing reports, printing, data entry, and mailings.

Respond to email, phone, and in-person requests from the community.

Work proficiently with Microsoft Outlook, Word, Excel, and PowerPoint.

Participate in occasional weekend and evening events.

Complete office and field work with attention to detail and commitment to accuracy.

Understand and use database organizational concepts.

Edit and publish program collateral and other communications materials.

Organize, restock, and track inventory of tools and outreach materials.

And other duties as assigned.

When assigned to the Environmental Programs division of Public Works:

Assist with outreach to businesses, residences, and schools. This may include, but is not limited to: preparing and giving presentations, conducting community outreach, creating educational materials, and delivering bins, labels, and other equipment.

Conduct inspections, issue notices of correction, and work with private property owners to remove overgrown vegetation obstructing public sidewalks and streets.

Sort, characterize, and document trash collected from weekend and regularly scheduled staff creek clean up events and trash assessments.

Participate in community projects and events such as creek cleanups, community festivals, creek water monitoring, and other assignments.

Organize the division's electronic files and inspection reports.

Assist with door-to-door education on waste reduction and stormwater pollution prevention.

Work Friday and/or Saturday mornings at the City's compost distribution site as needed. Work weekends (i.e. Saturday or Sunday) at approximately 8 events per year.

This position requires field work that may include opening and observing waste bins that have strong odors, walking in creeks and on uneven landscaped surfaces, standing and walking for long periods of time during all seasons, and communicating with community members who may be unreceptive to the information being presented.

QUALIFICATIONS:

Knowledge of:

If assigned to the Environmental Programs Division, must have knowledge of general recycling principals and stormwater regulations.

Knowledge of Microsoft Word, Outlook, and PowerPoint.

Ability to:

Experience and Education

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

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental studies or a related field or prior experience in a related field is preferred and one or more years of work experience

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SUPPLEMENTAL INFORMATION:

Application and Selection Process

If you are interested in this opportunity, please submit your City of Cupertino employment application to Human Resources no later than the final filing date. This recruitment is open until filled. Applications must be filled out completely. Failure to complete the supplemental application will disqualify the applicant from the recruitment process. Failure to list work experience or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to rejection. Resumes may be attached separately. Electronic applications may be submitted online through the City's employment page at <https://www.governmentjobs.com/careers/cupertino>, or application materials may be submitted to: Human Resources, 10300 Torre Avenue, Cupertino, CA 95014. Late applications will not be accepted.

Applications will be screened according to the qualifications outlined in this job announcement. Applicants possessing the most desirable qualifications will be invited to continue in the selection process, which may include a written examination and/or panel interview. An eligible list will be established as a result of this process and will remain in effect for 3 months from the date established.

Additional Information

The City of Cupertino is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religion, color, sex (including gender and pregnancy), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, age, medical condition, genetic characteristics, and physical or mental disability. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Cupertino Human Resources upon submittal of application. Documentation of the need for accommodation must accompany the request.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cupertino.org>

Position #2018-00005
ENVIRONMENTAL COMMUNITY ASSISTANT
MS

10300 Torre Avenue
Cupertino, CA 95014
408-777-3227

hrlist@cupertino.org

Environmental Community Assistant Supplemental Questionnaire

- * 1. Do you have experience with general recycling principals and stormwater pollution prevention?
 Yes No

- * 2. Describe your experience with general recycling principals and stormwater pollution prevention.

- * 3. This is both an administrative and outdoor role. Tasks will include organizing the division's electronic files and inspection reports; sorting and characterizing waste materials from creek cleanups; editing and printing program marketing collateral; inspecting streets and sidewalks for obstructions, working directly with property owners/managers to resolve code violations, and responding to phone calls and emails. Describe your experience with this type of work and how would you rate your ability to complete these tasks.

- * 4. This position requires field work that may include opening and observing waste bins that have strong odors, walking in creeks and on uneven landscaped surfaces, and standing and walking for long periods of time during all seasons. Are you comfortable with this type of work and have you done these types of activities in your previous employment?

- * Required Question