



THE CITY OF FREMONT IS HIRING!

SOLID WASTE MANAGER

(ENVIRONMENTAL SERVICES ADMINISTRATOR)

Recruitment Timeline

First review of applications:

12:00 p.m. (Noon)

January 5, 2024

Interested applicants are encouraged to apply as soon as possible.

Interviews:

Tentatively mid January

Compensation & Benefits

Annual Salary Range:

\$133,041 - \$166,302

A summary of benefits can be viewed online: [Benefits Summary](#)

This position is represented by the Fremont Association of Management Employees (FAME) bargaining group.

[Apply Here!](#)



The City of Fremont's Community Services Department has an exciting opportunity to join a dynamic team!

When you work for the City of Fremont, you join City staff who are professional, knowledgeable, and focused on providing exceptional customer service in interactions with both the public and staff.

The Position

The Solid Waste Manager reports directly to the Environmental Services Manager and is responsible for the administration of multiple integrated waste management contracts and programs within the Environmental Services Division. This position supervises a team of technical staff who execute various integrated solid waste management activities and may serve as the division head in the absence of the Environmental Services Manager.

Examples of Duties

- Manage multiple City franchise agreements for solid waste collection, material transfer and recovery, and landfill disposal including negotiating contract terms and monitoring performance.
- Oversee the division's solid waste programs including planning, organizing, and implementing programs to create environmentally sound and cost-effective methods for the disposal of garbage and household hazardous waste, recovery of recyclables, diversion of organic material, and waste prevention.
- Plan, develop, and oversee the work of integrated waste management staff, providing leadership and fostering staff development.
- Receive and respond to complex customer service requests concerning scope of program, technical information, and service delivery issues.
- Oversee the Division's public education, outreach, and special events to promote environmentally responsible and sustainable behavior.
- Analyze proposed legislation affecting integrated waste management activities, develops and implements program and policies to ensure City compliance with regulatory mandates.



Human Resources Department
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(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources

Examples of Job Duties (Continued)

- Conduct analysis and prepare reports and documents as required by regulatory agencies and for City Council study sessions and meetings.
- Participate in budget preparation and administration.
- Make presentations to City Council, boards, commissions or other public groups and acts as the City designated representative as assigned.
- Other related duties as assigned.

Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: A bachelor's degree in environmental studies, planning, project management, environmental engineering, public or business administration, or a closely related field, and five years of progressively responsible experience directly related to recycling and/or solid waste management. A Master's degree in a directly related field may be substituted for one year's experience. Lead or supervisory experience is highly desirable.

Licenses/Certificates/Special Requirements

A valid Class C California Driver's License is required at time of appointment.

The Ideal Candidate

The ideal candidate will be able to effectively lead a team and have a track record of analyzing data, providing complex analysis, financial review, contract negotiation, report writing. This position is most suitable for a strategic thinker with a strong sense of business acumen, who can easily adapt to and lead others in programmatic, legislative, and organizational change initiatives. It's important to possess a passion to work in public sector, coupled with exceptional interpersonal, communication, and collaboration skills. Attention to detail is critical and the successful candidate must be able to handle multiple assignments at once with a customer centric philosophy.



Application Process

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.



Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Solid Waste Manager (Environmental Services Administrator) position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

- Yes
- No

2. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- Associate's degree
- Bachelor's degree
- Master's degree or higher

3. Please indicate the number of years of public sector experience you possess. Examples of public sector may include cities, counties, public education institutions, special districts/authorities, and state and federal government.

- No public sector experience
- 3 years or less
- More than 3 years but less than 5 years
- 5 years or more

4. Describe any budget, contract administration and/or procurement experience that you possess.

Please limit your response to 500 words or less.

5. Describe your experience managing solid waste/recycling franchise agreements. In your response, include how you monitored and evaluated contract compliance. *Please limit your response to 500 words or less.*

6. Describe your current or previous experience supervising employees or managing project teams.

Please limit your response to 500 words or less.

7. Do you possess a currently valid California Class C Driver's License?

- Yes
- No