



City of Sunnyvale

Solid Waste Programs Division Manager

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| SALARY | \$179,614.00 - \$224,518.00 Annually | LOCATION | Sunnyvale, CA |
| JOB TYPE | Full-Time | JOB NUMBER | 25-00200 |
| DEPARTMENT | Environmental Services | OPENING DATE | 12/01/2025 |
| CLOSING DATE | 1/5/2026 5:00 PM Pacific | | |

Description

SOLID WASTE PROGRAMS DIVISION MANAGER
REGULAR FULL-TIME EMPLOYMENT OPPORTUNITY

The final filing date is Monday, January 5, 2026 at 5:00 pm

The City of Sunnyvale is looking to hire a Solid Waste Programs Division Manager. Benefits for this position include:

- contributes 4% of the 7% employee contribution to CalPERS for classic members;
- contributes 2% of an employee's gross pay to a deferred compensation plan;
- provides generous retiree medical benefits, and
- provides fully employer paid medical, dental, and vision benefits.

Reporting to the Director of Environmental Services, this manager leads and manages the Solid Waste Programs Division including the award-winning Sunnyvale Materials Recovery and Transfer (SMaRT) Station, the solid waste collection franchise contract and the closed Sunnyvale Landfill.

The Solid Waste Programs Division is leading the charge towards making Sunnyvale a Zero Waste City with the goal of 90% waste diversion by 2030 through innovative programs like FoodCycle and waste energy recovery. Another exciting challenge that the Division Manager will be leading is the rebuilding of the SMaRT Station.

The Solid Waste Programs Division Manager is a management classification responsible for a wide range of functions including preparing and administering the divisional budget, supervising technical and professional staff, outside agencies and consultants, leading major projects and representing the Division with other departments.

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Solid Waste Division within the Environmental Services Department, including the materials recovery station, City-owned closed landfill, zero waste education and compliance efforts, and contracted collection and processing services; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Environmental Services in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Environmental Services. Exercises direct supervision over supervisory, professional, mechanical, and technical support staff.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the activities and contracted services of the Solid Waste Division within the Environmental Services Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Essential Job Functions

(May include, but are not limited to, the following):

- Plans, manages, and oversees the daily functions, operations, and activities of the Solid Waste Division, including the materials recovery station, City-owned closed landfill, zero waste education and compliance efforts, and contracted collection and processing services in compliance with the City's Zero Waste Strategic Plan.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director of Environmental Services.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages the collection, processing, and disposal of various solid waste streams for the City's residents, businesses, and City facilities; administers multiple high value, long-term contracts; manages operations of the City-owned materials recovery station and closed landfill.
- Monitors contractor compliance; receives, researches, and takes appropriate action to enforce provisions of service contracts; evaluates provisions and economic effects of the contracts; negotiates and gains City Council approval for new contracts and changes to contracts including term, compensation provisions, performance incentives, and scope.
- Manages, monitors, and oversees staff projects and programs in compliance with the City's Zero Waste Strategic Plan and local and state regulations regarding solid waste services and programs; oversees and participates in program updates, education, outreach, and enforcement.
- Oversees the enforcement of the Solid Waste Management and Recycling chapter of the City's Municipal Code; periodically reviews effectiveness of code provisions and gains City Council approval of code updates; coordinates staff review of codes and policies related to storage and collection of garbage and recyclable materials.
- Directs and participates in research and provides input and recommendations for rate setting.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces.
- Provides highly complex staff assistance to the Director of Environmental Services; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division

files; ensures the proper documentation of operations and activities.

- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of solid waste management.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from residents, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

WORKING CONDITIONS

Physical Demands:

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Environmental Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or the public in interpreting and enforcing divisional policies and procedures.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

A bachelor's degree from an accredited college or university in environmental science, engineering, public administration, or related field; AND

Six (6) years of experience in solid waste management, including two (2) years of experience in a supervisory capacity.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.

- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of waste reduction, solid waste management, and the maintenance of related operations permits.
- Current methods and technologies for management of solid waste processing and facilities.
- Community outreach and marketing techniques.
- Environmental, political, and planning issues related to solid waste management.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively working with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Solid Waste Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Effectively negotiate and administer major municipal contracts and research and respond to contract compliance issues.
- Educate staff and the public and enforce waste management state regulations and City code.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

Application and Selection Process

The application period closes on Monday, January 5, 2026, at 5:00 pm. If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the

Department of Human Resources (postmarks or faxes are not accepted). Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click on JOBS. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an **oral examination scheduled for Wednesday, January 21, 2026** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of January 26, 2026.** Selection interviews will typically take place in-person, please plan accordingly.

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

ADDITIONAL INFORMATION

Summary of Management [SMA Benefits](#)

[Notice of CFRA \(California Family Rights Act\) Rights and Obligations](#)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

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

The City of Sunnyvale is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other

consideration made unlawful under any federal, state, or local laws. The City of Sunnyvale is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 730-7490 or recruitments@sunnyvale.ca.gov.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Solid Waste Programs Division Manager Supplemental Questionnaire

*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐ Yes

☐ No

*QUESTION 2

Do you currently possess a Bachelor's degree from an accredited college or university in environmental science, engineering, public administration, or related field?

*QUESTION 3

Do you have six (6) years of experience in solid waste management?

*QUESTION 4

If you responded 'Yes' to question #3, please provide your experience including the organization(s) name, your role, and the specific job responsibilities.

*QUESTION 5

Do you have at least two (2) years of experience in a supervisory capacity?

*QUESTION 6

If you responded 'Yes' to question #5, please describe your supervisory experience. Include the organization(s) where you obtained such experience, the number of employees you supervised, and your specific supervisory responsibilities.

*QUESTION 7

Please describe a solid waste or landfill program you have developed, implemented, and/or managed. In your response include how you developed goals and objectives for this program and how you evaluated the outcome and determined success of the program.

*QUESTION 8

Please describe your experience managing a solid waste collection franchise agreement. If you do not have this experience, please enter N/A in the space below.

*QUESTION 9

Please describe your experience overseeing a transfer station or processing facility. If you do not have this experience, please enter N/A in the space below

* Required Question