



We invite applications for the position of:
SOLID WASTE TECHNICIAN
\$6,696 - \$7,985 Monthly
Plus a comprehensive benefits package

The City of San Mateo Public Works Department is looking for a Solid Waste Technician

Why Join our Department?

When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=_GTIzeSpc_g

What You'll Do

The City of San Mateo is a very progressive City that encourages staff and resident engagement to develop positive solutions that meet the demands of the community and regulatory landscape. The Solid Waste Technician performs technical field, office, and investigative work related to Solid Waste Division programs, abatement, and public nuisances such as illegal dumping. Some of the duties include, but are not limited to, the following:

- Implement program activities related to Solid Waste Division compliance efforts and programs including the Illegal Dumping, Hazardous Waste, Universal Waste, Electronic Waste, Trash/Litter Reduction, and Downtown Maintenance Programs.
- Monitor and maintain systems related to assigned areas of responsibility including the Illegal Dumping Camera Program monitoring and report progress as required.
- Investigate and complete field reports of illegal dumping and litter conditions; implement appropriate abatement methods and issue enforcement notices.
- Document illegal dumping incidents, coordinates with the City's solid waste franchise waste hauler and other agencies regarding solid waste cleanup.
- Independently respond to phone calls, letters, e-mails and general correspondence. Answer inquiries and complaints from the public and others in person and in writing.

The Solid Waste Technician reports to the Regulatory Compliance Manager and receives general supervision from the Waste Management Supervisor. This is a non-supervisory position.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86>

Who You Are

- You possess the knowledge of basic principles, methods, and techniques of implementing solid waste programs including data management and reporting.
- You possess the knowledge of investigative principles and practices related to illegal dumping or litter complaints, requests, and problems.
- You possess the ability to prepare clear, accurate reports and written correspondence, work with limited supervision and make decisions in the field as necessary, and prepare and maintain appropriate documentation for managing solid waste programs and projects.
- You possess the ability to coordinate appropriate hazardous waste management methods for public works facilities and fully utilize the computerized work systems in accordance with workflow processes.

- You possess the knowledge of best methods and safe practices used in solid waste programs and modern office methods and practices.
- You have the ability to work in a safe manner according to City safety practices and procedures; model and coach others in correct City safety practices; identify, correct and report safety hazards; and safely perform required field work, including in harsh conditions, such as working in inclement weather and lifting objects which may weigh up to 50 pounds.
- You have the ability to read plans and blueprints.

What You Bring

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

- Equivalent to graduation from the twelfth grade, supplemented by college level courses in Environmental Studies, Resource Management, Public Administration, or a closely related field.
- One year of experience performing technical field and/or office solid waste program or related work. Experience in hazardous waste management is desirable.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Bonus Points (highly desirable)

- Experience in hazardous waste management
- Bilingual

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, climb, and lift 50 pounds; exposure to cold, heat, outdoors, and electrical hazards.

Covid-19 Vaccination Requirement:

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit City of San Mateo worksites and facilities, the City requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merits, per diems, retired annuitants, student assistants, interns and re-hires appointed by the City after January 10, 2022. Fully vaccinated means that the person received, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g. Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g. Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation for an exemption from this vaccination requirement based on a medical condition or a sincerely held religious belief must notify lcoles@cityofsanmateo.org or (650) 522-7264 and complete the appropriate Accommodation Request form prior to the start date of employment. The City will review exemption requests on a case-by-case basis.

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 7.94% to CalPERS and New members contribute 6.75% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary and contribution of 0.5% of base salary and 0.5% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- This classification is represented by the San Mateo City's Employee Association

Are You Ready? Apply.

Submit an online application, résumé (*required*), and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Wednesday, July 27, 2022 @ 5:00 p.m. OR upon receipt of the first 75 applications and supplemental questionnaires**, whichever occurs first.

Interview Process

All applications, résumés (*recommended*) and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are not required and do not take the place of a completed employment application. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information,

or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; a Zoom oral board is tentatively scheduled for **August 11, 2022**.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – June 15, 2022

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print: Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO Solid Waste Technician

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience and training that makes you the best candidate for this position.
2. What do you think are the key ingredients to an effective illegal dumping response program?
3. Describe any experience you have, if any, working with hazardous waste management.
4. Describe a difficult customer service situation you encountered and how you resolved it. How does this reflect your definition of good customer service?