



We invite applications for the position of:
**Solid Waste and
Recycling Program Coordinator**
\$9,283 to \$11,067 Monthly
Plus a comprehensive benefits package.

**The City of San Mateo Public Works Department is looking for a highly qualified, experienced
Solid Waste and Recycling Program Coordinator**

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.

The City of San Mateo Public Works Department is seeking one Solid Waste and Recycling Program Coordinator. Candidates should be highly motivated, experienced, and seek professional growth.

Look to some of the reasons why the City of San Mateo is a great place to work, https://youtu.be/_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 successful candidate will coordinate, promote, expand, and implement best practices of the City's Solid Waste and Recycling Programs within the Public Works Department; such as promoting and monitoring proper sorting by employees at all City facilities to reduce contamination in the waste stream, reducing instances of illegal dumping, and monitoring the hazardous waste created by the City as a small quantity generator. You will monitor contractor compliance and resolve performance issues; will be a liaison between the public and the waste hauler to ensure service levels and the requirements of the exclusive franchise agreement are being met; and will perform a variety of professional and technical level tasks relative to assigned area of responsibility. You will plan, execute, and coordinate many special events with the public and other City departments as well as the City's "Team Up to Clean Up" anti-litter and waste sorting education and outreach program.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

- You possess the knowledge of principles and practices of solid waste, hazardous waste, illegal dumping, and recycling techniques and programs including waste reduction and diversion.
- Possess the knowledge of principles of contract administration; research methods and practices; equipment, tools and materials used in the solid waste and recycling industry; and pertinent local, State and Federal laws, ordinances and rules.
- You possess knowledge and abilities in public relations approaches to obtaining program support and compliance.
- You have the ability to develop and implement solid waste and recycling program activities and events, assist in the development and monitoring of an assigned program budget.
- You have the ability to interpret and explain pertinent local and state laws, regulations, ordinances, and department policies and procedures, interpret, apply, and ensure compliance with contracts.

What You Bring

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

- Equivalent to a bachelor's degree from an accredited college or university in Environmental Studies, Resource Management, Public Administration, or a closely related field.
- Two years of increasingly responsible experience developing and implementing solid waste and recycling programs.

License and certificates

- Possession of, or ability to obtain, a valid California driver's license.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; and work outdoors with exposure to dust, noise, and inclement weather and some stooping, lifting, and climbing.

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 7.96% to CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
- Programs: City contribution of 1.0% of base salary to Retirement Health Savings Account
- Deferred Comp: City match up to 0.5% of base salary
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Differential: \$195 monthly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

Are You Ready to Apply?

Submit an online application, résumé, and supplemental questionnaire by clicking on this link: <https://www.calopps.org/city-of-san-mateo> or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403.

Application Deadline

Recruitment will close by July 14, 2025 @ 5:00 p.m.

Examination Process

All applications and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but 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 work experience 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 **via Zoom** tentatively scheduled for **August 11, 2025**.

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 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list and at the time a vacancy occurs, eligible candidates may be contacted by the Public Works Department and scheduled for additional department interviews.

Date Posted: June 30, 2025

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 a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. ADA: In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify icoles@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. 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. The City of San Mateo is an Equal Opportunity Employer (EOE).

CITY OF SAN MATEO
Solid Waste and Recycling Program Coordinator
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 the SB 1383 regulations that govern multi-family dwellings and what challenges may discourage multi-family dwelling residents from recycling and composting their organics. How would you address those challenges?
2. Describe a project or program you initiated and how you worked collaboratively with others? Was it successful? What did you learn about yourself?
3. With new legislation, state mandates, and innovative initiatives, there are many changes occurring in solid waste management in California. Which do you find most interesting and why? What are some of the challenges you see in educating the public about this new direction in waste diversion and management?