

**City of San Rafael  
Job Class Specification**

## **Job Title: Waste Management Coordinator (Program Analyst)**

### **SUMMARY:**

Under general direction, the Waste Management Coordinator is responsible for a variety of waste-management activities for the City of San Rafael, including compliance with various state regulations (SB 1383). The position will be responsible for the implementation and ongoing operation of the City's waste hauling franchise agreement and illegal dumping programs, in addition to coordinating waste management activities across all City departments and with the City's franchised waste hauler. This position will interface with the Marin Hazardous & Solid Waste Management Joint Powers Authority, Zero Waste Marin.

The Waste Management Coordinator has day-to-day responsibilities of implementing zero waste activities, policies, and programs, including outreach, training, tracking, reporting, and policy analysis. The incumbent will exercise considerable independence and judgment in carrying out assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Meets with agency and departmental representatives to understand needs and challenges toward implementing effective waste management goals and requirements.
- Develops an annual work plan to accomplish zero waste, illegal dumping, and SB 1383 priorities.
- Coordinates, tracks, and reports on illegal dumping programming for the City to management, the City Council, and the community.
- Exercises enforcement and abatement responsibilities under the Health and Sanitation regulations of the City's Municipal Codes.
- Conducts field investigations of reported complaints of municipal code, ordinance, and resolution violations
- Seeks abatement (remedies) through voluntary compliance or informal administrative process or administrative hearing or judicial action.
- Conducts field inspections to uncover violations, gathers supporting evidence, informs individuals of code provisions and encourages compliance through issuance of citations.
- Conducts various types of community engagement for SB 1383 and illegal dumping to residents, businesses, and community groups that address the needs of specific audiences, including non-English speaking constituents.
- Coordinates with the City's waste hauler to implement bulky item collection programs and events for residents.
- Administers business-focused programs and incentives for prevention and abatement of illegal dumping businesses and conducts outreach and education about Crime Prevention Through Environmental Design.
- Develops contracts in conjunction with the City Attorney's Office.
- Conducts presentations and updates for City Council, community groups, and others as necessary.

- Conducts research into illegal dumping and SB 1383 compliance to continue to evolve and improve programming.
- Learns and applies a Human Centered Design approach to programming.
- Recruits and coordinates community volunteers for campaigns related to illegal dumping and litter, including court-appointed community service workers.
- Works with the Police Department, Public Works, and code enforcement to develop and implement strategies to deter illegal dumping.
- Conducts data gathering and analysis to track illegal dumping and waste-related matters toward successful outcomes.
- Provides input on City policies and ordinances as necessary to continue to improve waste management and further reduce the impacts of dumping, litter, and recycling contamination.
- Serves as a member of the Emergency Operations Center during emergencies or disasters.
- Builds and maintains cooperative working relationships and positive alliances with members of community-based organizations, local businesses, local officials, City staff, and the public.
- Represents the City at conferences, seminars and meetings as assigned.
- Maintains knowledge of current trends, theory, practices, laws, regulations, and emerging technologies and methods regarding communications, public information, news media, and community and public relations.
- Performs related duties as required.

#### **KNOWLEDGE OF:**

- Waste management and recycling principles, trends, laws, and best practices, including SB 1383
- Technical aspects of Code Enforcement
- Project management
- Local government operations
- Microsoft Office
- Culturally competent community engagement strategies
- Methods for monitoring, analyzing, and evaluating programs
- Communications, marketing, social media messaging and strategy
- Correct grammar usage, spelling, syntax, punctuation, and the principles of effective written communications

#### **ABILITY TO:**

- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork
- Collaborate well with people from various backgrounds, positions, and agencies
- Identify challenges and emerging issues
- Manage interdepartmental committees and work programs
- Communicate well both orally and in writing, ideally in both English and Spanish
- Manage a variety of administrative operations, functions, and projects
- Establish and maintain effective working relationships with City staff, partners, the media, and the public
- Operate computer software such as presentation software, graphic design, spreadsheets, web design and databases
- Break down complex issues in a manner that is easily communicated and understood by a diverse audience

- Conduct data gathering and analysis
- Work around obstacles to develop and implement creative solutions to problems
- Meet overlapping and conflicting deadlines and adapt well to last minute changes in assignments and priorities
- Supervise volunteers
- Understand and track budgets

### **EDUCATION and/or EXPERIENCE:**

A typical way to meet the minimum qualifications for this position is listed below. Any combination of education and or experience equivalent to the minimum qualifications will be considered.

- Bachelor's Degree from an accredited college or university with a degree in environmental science, public policy, sociology, communications, community engagement, public administration, or closely related field
- Three years of progressively responsible experience in a related field
- Ability to communicate in Spanish is preferred

### **Other Requirements:**

Possession of a valid California Class C Driver's License with a satisfactory driving record.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear and is occasionally required to stand and walk. The employee is frequently required to use hands to handle or feel and to reach with arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee will somewhat regularly need to drive to off-site meetings and events. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video displays and regularly works in inside environmental conditions. The employee is also regularly exposed to outdoor weather conditions, occasionally works in the evenings or on weekends and may travel occasionally. The noise level in the work environment is usually low to moderate.

FLSA Status: Non-Exempt  
 Prepared By: Cory Bytof, Sustainability Program Manager  
 Prepared Date: January 2025  
 Approved by: Marissa Sanchez, HR Director  
 Approved Date: February 1, 2025