



TITLE	CLASSIFICATION	SALARY GRADE
WASTE DIVERSION TECHNICIAN	CLASSIFIED	GRADE: J
BOARD POLICY REFERENCE: NEW CLASSIFICATION – Board Approved 12.8.15		

**JOB DESCRIPTION:**

Under general supervision, provide a wide variety of recycling and waste diversion services at the Santa Rosa campus and occasionally at other locations throughout the District; perform regular collection of indoor and outdoor recycling, including at special and athletic events, and other assignments; optimize the District recycling program by installing signage that describes proper recycling techniques; identify and analyze issues, audit recycling activity and content, and make recommendations for improvements; assist in promoting the District's recycling program and associated sustainability initiatives; may also provide support for composting services.

**SCOPE:**

The Waste Diversion Technician supports the District's recycling program and other sustainability initiatives related to waste diversion for the Santa Rosa campus and limited pick-ups of materials at other District locations.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Collects a variety of materials for recycling on a regular route; materials processed include paper (including shredded paper), beverage containers, wood, scrap metal, plastics, organic material, and other materials regularly processed for recycling. Collects, sorts and disposes of landfill waste using personal protective equipment; keeps equipment and work spaces in a clean and orderly condition.
2. Provides services for a variety of offices, classrooms, work rooms, and outdoor sites, where recycling collection bins are located; hauls materials to large collection dumpsters or for processing at the Facilities Operations yard; makes occasional trips to other District locations to pick-up and process recyclable and other materials in support of the District's waste diversion initiatives.
3. Transports materials such as CRV beverage containers, scrap metal, and other materials to local commercial recycling centers for processing, or to redeem for revenue.
4. Complies with state mandated record keeping; keeps records of regularly scheduled and special pick-ups and location and number of roller bins checked out for office clean-ups.
5. Maintains proper condition of tools, equipment, waste bins and containers; may make minor repairs to equipment.
6. Installs and maintains recycling and other waste diversion signage for bins, at collection sites, offices, and other locations, including set-up, removal, and maintenance of recycling bins at special events and athletic venues.
7. Supports and/or facilitates District recycling and sustainability promotional and outreach activities by communicating applicable methods and procedures of the District's recycling and waste diversion program to faculty, staff, and students.
8. May be required to represent the District's waste diversion and related sustainability programs.
9. Performs regular weight and volume audits of large waste haul bins.
10. Operates District vehicles, hydraulic lifts, forklifts, and other equipment.
11. May train and direct the work of student employees and volunteers.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Provide support for a large scale waste diversion program including recycling and organics; operate vehicles, hydraulic lifts, forklift, and hand and power tools used to move and transport recyclable materials safely; communicate college recycling procedures and methods effectively to students, faculty, and staff; compile records and submit reports; perform physical labor in a safe and effective manner; maintain cooperative working relationships; operate standard office equipment and office productivity software; demonstrate a sensitivity to and respect for, a diverse population.

### **KNOWLEDGE OF:**

Methods, supplies, equipment, and tools used to recycle paper, cardboard, CRV beverage containers, wood waste, scrap metal, organic materials for composting, and other miscellaneous materials generated at the District.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed).*

#### *Education:*

Graduation from high school with some vocational training or college-level coursework.

#### *Experience:*

Previous experience operating a recycling or waste diversion program. Related work in a large commercial or educational setting is preferred.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and have an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting items (up to 50 lbs. unassisted); safely maneuvering heavy items using hand truck or dolly; bending; standing; climbing or walking. Position has potential for exposure to hazardous work locations, materials and waste. May be required to wear certain personal protective equipment, such as gloves, dust masks, and safety glasses. Is required to occasionally work under inclement, cold, or hot weather conditions. Complete forklift, pesticide, asbestos, back safety, and blood borne pathogen training classes satisfactorily, and must maintain currency or certifications in these classes throughout employment.