



CITY OF MORGAN HILL
invites applications for the position of:

Environmental Services Manager

SALARY: \$55.94 - \$73.57 Hourly
\$4,475.08 - \$5,885.54 Biweekly
\$9,696.00 - \$12,752.00 Monthly
\$116,352.00 - \$153,024.00 Annually

OPENING DATE: 03/04/21

CLOSING DATE: Continuous

DESCRIPTION:



Environmental Services Manager
\$9,696 - \$12,752 monthly
\$116,352 - \$153,024 annually

Choose Morgan Hill: The City of Morgan Hill is the best community for people to live, work, visit, and operate their businesses.

Job Summary: Under general direction of the Program Administrator, the Environmental Services Manager engages in a broad variety of activities in support of the Recycling and Waste Reduction Commission (RWRC) of Santa Clara County, the Technical Advisory Committee (TAC) to the RWRC, the Implementation Committee (IC), and subcommittees of the TAC.

Class Characteristics: This is a mid-management classification which requires knowledge of a wide variety of solid waste issues including waste disposal, recycling, composting, source reduction, household hazardous waste management, food waste recovery, and public engagement. The Environmental Services Manager is also responsible for the division's budget administration, cost recovery efforts, and the development of operating procedures. Successful performance in this class requires highly developed interpersonal skills to provide positive supervision and leadership for City staff and an understanding of cost-effective and efficient use of technology solutions to support countywide activities.

Application and Selection Process:

To be considered for this exciting opportunity, please apply on-line at www.morganhill.ca.gov and submit the following items:

- A completed City of Morgan Hill employment application
- Responses to the supplemental questions
- Cover Letter
- Resume

Please note only completed application packets will be reviewed. This position is open until filled with the first review of applications scheduled for **Friday, March 26, 2021**. Please submit your application by the first review date as this position may close at any time.

EXAMPLES OF DUTIES:

Essential Duties and Responsibilities: The following duties are performed personally, in cooperation with Department management, other City staff, and representatives serving on the broad range of countywide committees. Additional duties may be assigned.

1. Assumes management responsibility for services and activities of the Countywide Solid Waste Management Services Division.
2. Attends numerous committee meetings to support the committee in achieving the desired work products in support of countywide solid waste management.
3. Conducts procurements and negotiates contracts to support countywide solid waste program management goals and the adopted workplan.
4. Assigns, prioritizes, directs and schedules duties and work assignments.
5. Assesses countywide interests, participates in strategic planning and makes recommendations to ensure productive implementation of countywide solid waste program management goals and the adopted workplan.
6. Performs specialized and complex assignments in developing solid waste programs.
7. Prepares and monitors division budgets and expenditures.
8. Provides updates and reports to the RWRC, TAC, and IC as needed.
9. Keeps abreast of laws and standards in solid waste management related service areas and maintains current knowledge of job requirements and responsibilities.
10. Makes presentations to the City Council, other agencies, and community groups as needed.

QUALIFICATION REQUIREMENTS:

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

Education & Experience:

1. Possess a Bachelor's degree from an accredited college with emphasis in environmental services or a closely related field.
2. At least four years of increasingly responsible solid waste program experience including at least two years in a supervisory or coordinator position.

Knowledge of:

1. Philosophies, techniques, trends and principles of solid waste management.
2. Legislative and regulatory issues relating to solid waste management.

3. Principles of organization, administration, and budget management.
4. Principles and practice of management, supervision, training, and performance evaluations.
5. Principles of customer satisfaction related to the delivery of environmental programs.

Skill in:

1. Assessing and implementing environmental services program needs and desires.
2. Effectively using automated systems, including personal computers and office software packages.
3. Organizing and preparing clear and concise reports in a non-bureaucratic style.
4. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Provide organizational leadership to all Department employees, volunteers, and partners.
2. Effectively plan the work of professional and para-professional staff.
3. Prepare, analyze, and make recommendations pertaining to program service delivery.
4. Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
5. Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
6. Develop and maintain effective working relationships with those contacted in the course of work.
7. Manage, direct, train, coordinate and evaluate the work of staff.
8. Exercise responsibility to work with limited direction; and complete assigned work within deadlines.

Physical Demands: 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.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: 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.

1. Employee generally works 80% indoors and 20% outdoors.
2. The work environment is generally indoors in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.
4. While performing the duties of this job, the employee occasionally works near waste management equipment, sorting equipment, and landfills.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.morgan-hill.ca.gov>

Position #11891 - 2021
ENVIRONMENTAL SERVICES MANAGER
EO

17575 Peak Avenue
Morgan Hill, CA 95037
408-779-7278

HR@morganhill.ca.gov

Environmental Services Manager Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree from an accredited college?
☐ Yes ☐ No

- * 2. Describe your experience leading, supporting, or facilitating diverse groups in making decisions, providing recommendations, and/or using their time efficiently.

- * 3. Describe your experience in preparing scopes of work for vendor contracts and supporting contract administration.

- * Required Question