



Job Description

POSITION TITLE:	Recycling Supervisor Greater Valley Conservation Corps. County Operated Schools and Programs	#2401
SALARY PLACEMENT:	Classified/Confidential Supervisory Schedule Range 1	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Must possess a high school diploma or equivalent. Proficiency in using tools appropriate for various work projects and a general knowledge of recycling techniques and environmental stewardship. Must be able to work weekends and have the flexibility to work various work shifts. Experience working with young people of a diverse background.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Two years' experience working and/or training in the area of recycling and environmental stewardship. Possess an Associate of Arts Degree and/or Bachelor's Degree. Experience working in a school district, county office of education, or conservation corps in the areas of recycling and environmental stewardship.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Possess forklift certification. Develop safeguards for Greater Valley Conservation Corps; lead, train, and mentor corpsmembers on these practices. Ability to structure tasks, establish priorities and set goals. Demonstrate a high level of professionalism and work ethic to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds. Possess leadership and management skills. The Recycling Supervisor must be able to relate, train, and motivate the corpsmembers to create stronger ties to their communities through community involvement and services; explore avenues for personal growth and development in a respectful and nurturing environment, and develop leadership skills to contribute to the advancement of all people. Ability to create contracts and provide quality customer service. Have general knowledge of recycling accounts and procedures, and maintain business contacts that generate recycling contracts and services. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under the direction of the Greater Valley Conservation Corps. Director, and the Assistant Superintendent for County Operated Schools and Programs, the Recycling Supervisor implements the mission of the Greater Valley Conservation Corps by using his or her leadership, supervisory, technical and interpersonal skills to develop the educational and work skills of the corpsmembers enabling them to advance their own personal and career opportunities. The Recycling Supervisor oversees the corpsmembers in the work environment. Duties will consist of overseeing a crew of corpsmembers while picking up recycling materials from various accounts including special events, schools, parks, and businesses. The Recycling Supervisor is responsible for marketing, outreach, scheduling crews, coordinating with schools, agencies, events and community outreach. Supervise and provide daily direction to crew leads and corpsmembers, handle disciplinary issues, and responsible for all recycling data entry, crew logs, and logistics for events and reports.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Coordinate recycling activities and events on a weekly basis.
4. Communicate effectively both orally and in writing.

5. Responsible for collecting all recycling log sheets and assuring they are completed and accurate.
6. Supervise recycling warehouse.
7. Analyze situations accurately and adopt an effective course of action.
8. Motivate young people to fulfill their education, development of work plans and goals.
9. Transport corpsmembers to and from worksites, SJCOE sites, and community event sites.
10. Provide corpsmembers the skills necessary to improve their employability.
11. Oversee the crew in the completion of service projects including maintenance and recycling.
12. Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment and tools.
13. Ensure that a high quality of work is performed on recycling work projects.
14. Prepare recycling reports, quality control, and obtain new customers.
15. At worksites, serve as liaison between project sponsoring agency staff and your supervisor.
16. Train and guide the team in project development tasks.
17. Implement work projects timely and efficiently from start to finish.
18. Ensure appropriate equipment availability and training for corpsmembers.
19. Provide team support for community events and promote community involvement in team projects.
20. Plan and carry out assigned crew scheduling.
21. Prepare daily and monthly reports for the program, including a monthly calendar of upcoming events and activities
22. Supervise and evaluate staff and students
23. Counsel, motivate, and provide constructive discipline and positive reinforcement for corpsmembers.
24. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Ability to use telephones and office equipment.
7. Verbal communication including the ability to speak and hear at normal room levels.

WORK ENVIRONMENT:

Work is performed in indoor and outdoor environments; exposure to dust, oils, and cleaning chemical; may work on ladders or scaffolding; may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.