



and the

**Public Works
Department-
Environmental Programs &
Operations Division**

**Invite Applications
For**

**Assistant
Environmental
Programs &
Operations Manager**

\$99,879.52 - \$121,912.96



Job Code #1521

Equal Opportunity/Affirmative Action Employer – M/F/V/D

Duties and Responsibilities

This management position is responsible for developing and administering the operations of City-wide integrated waste, recycling, organics, construction & demolition, bulky item, pedestrian litter cans and illegal dumping collections programs and services. In addition, the position oversees transfer station operations, customer service, business/billings and dispatch operations. The functional areas of responsibility assigned to this position include, but are not limited to:

- Develop, administer and monitor City-wide integrated collection programs and services including residential and commercial refuse, recycling, organics and construction and demolition, utility billings accounts; customer service activities; dispatch services for collections; bulky item collection; pedestrian litter can collections; illegally dumped materials services; and other waste management related services.
- Establish and evaluate new programs, processes and procedures for collection activities, transfer station operations, customer service activities, business/billings services and dispatch operations.
- Research new technologies and develop programs to optimize waste diversion and operating cost efficiencies through automated routing software programs, automated billing services and automated customer service tracking systems. Develop and implement benchmarks and methods for monitoring and reporting program performance.

Minimum Requirements

Bachelor's Degree from an accredited college or university in business or public administration, environmental management or a related field and four years of progressively

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responsible experience in the implementation and administration of integrated waste management collections and/or transfer station operations including two years of experience at a supervisor or superintendent level.

Ideal Candidate

The ideal candidate will have experience supervising an enterprise fund operation and possess outstanding leadership and coaching skills and have the capacity to energize and motivate staff in an effort to meet Division and City priorities. In addition, the ability to maintain effective working relationships with public officials, department heads, staff, and external customers is essential to the success of this position.

Selection Process

- Written Examination: to determine technical knowledge and writing skills weighted at 50%.
- Appraisal Interview: To evaluate experience, personal qualities, communication skills and suitability for the position weighed at 50%.

How To Apply

Complete application materials (including City application, resume, and copies of relevant degrees/certificates) will be accepted until **5:00 PM, (Insert Date)**.

Apply in person or download application:

City of Culver City
Human Resources
9770 Culver Boulevard
Culver City, CA 90232
(310)253-5651
www.culvercity.org/jobs

Individuals whose application materials are incomplete

may not receive full consideration for the position.

infrastructure and environment.

The City of Culver City



The City of Culver City is strategically located at the intersection of the 405 (San Diego) and 10

(Santa Monica) freeways, just 15 minutes east of Marina del Rey/the Pacific Ocean. As the *Los Angeles Times*, *The New York Times*, and *The Boston Globe* have discovered, Culver City is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Handsome landmark buildings house cutting-edge media facilities and creative workshops. Downtown Culver City is just blocks away from the iconic Helms Bakery design district and the internationally acclaimed architecture of the Hayden Tract / Conjunctive Points creative industries hub.

The Public Works Department

The Public Works Department is responsible for providing engineering services and managing capital improvement projects throughout the City; providing maintenance and repair for the City's fixed assets, which include buildings, streets, storm drains, sewers, traffic signals, street lighting; and coordinating graffiti removal, street sweeping and tree trimming services for the City. The **Environmental Programs & Operations (EPO) Division** focuses its efforts in the area of environmental programs and operations related to solid waste, storm water quality management, and sewer systems. EPO takes pride in the privilege of bringing quality services to the community for the purpose of maintaining and enhancing Culver City's



www.culvercity.org/jobs

Benefits Package



Following is a summary of items included in the Management Benefit package. Please see the Memorandum of Understanding for a complete review of the benefits provided.

- 9/80 work schedule.
- Deferred Compensation Plan. The City contributes **\$160.00** per pay period on behalf of employees that contribute a minimum of **\$76.25** per pay period.
- Wellness program: **\$500** annually.
- Tuition reimbursement program.
- Education Incentive: Up to **\$4,800** annually.
- Health benefits include a choice of health, dental, vision, and life insurance plans for employees and eligible dependents. Some employee contribution may be required.
- **\$50,000** term life insurance for employee.
- Membership in CalPERS (Public Employees Retirement System) retirement plan.
- Social security participation.
- Leave programs, include:
 - *Sick Leave*: 104 hours annually.
 - *Vacation & Management Leave*: 80 hours annually (for first four years) & 76 hours annually.
 - *Holidays*: 8 paid holidays per year.
 - *Personal/Holiday Leave*: 40 hours per fiscal year - unused hours may be cashed or deposited to deferred compensation account.

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The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.