

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING RECYCLING SPECIALIST - 1557

DEFINITION:

Under direction, to supervise a professional staff involved in the development and implementation of City-wide recycling work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the work of a professional staff engaged in a variety of solid waste recycling projects;
- Plans, assigns, coordinates, and reviews the work of subordinates;
- Develops and oversees budget;
- Prepares grant proposals and monitors grant funds;
- Monitors the development of new equipment and techniques;
- Serves as a resource for recycling information for management, City officials, and community groups;
- Provides training to subordinate staff;
- Prepares reports and attends conferences;
- Supervises, trains, and evaluates subordinate staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** four years of full-time professional-level experience in planning, developing, administering, and/or implementing public or private recycling, waste reduction, and diversion programs and/or non-burn resource recovery programs, including supervision and training of recycling staff.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.