CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

RECYCLING SPECIALIST II - 1558

DEFINITION:

Under direction, at the journey-level, to coordinate the development and implementation of difficult and complex recycling projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Recycling Specialist series. Incumbents of this class are expected to perform their duties with only occasional instruction or assistance as new or unusual situations arise. Positions classified at this level may be underfilled with an Administrative Trainee or Recycling Specialist I.

* EXAMPLES OF DUTIES:

- Studies and researches municipal recycling, waste reduction, and diversion projects;
- Plans, develops, and implements recycling, waste reduction, and diversion projects;
- Conducts grant fund research and prepares draft applications;
- Coordinates private and public sector recycling, waste reduction, and diversion projects;
- Conducts waste audits;
- Makes informational presentations to business and community groups;
- Prepares reports.

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.

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

* 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.