

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

## ENVIRONMENTAL PROGRAMS COORDINATOR

Open & Promotional

Job #24-TM5-01

Supplemental Questionnaire Required

Salary: \$8,315 – 10,514 / Month

Closing Date: Friday October 11, 2024



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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**The current vacancy is in the Department of Community Development and Infrastructure, Public Works division and will be working in Sanitation Operations.** *The list established from this recruitment will be used to fill current and future full-time vacancies during the life of the eligible list.*

**The ideal candidate** will have a relevant degree and at least two years of experience in industrial waste management or a related field. Key responsibilities include supervising sampling and monitoring programs, coordinating with regulatory agencies, and developing training programs. The role requires strong skills in data analysis, regulatory interpretation, and project management, along with the ability to represent the County effectively to various stakeholders. The candidate should also excel in preparing technical reports, conducting field tests, and delivering safety and educational programs.

**THE JOB:** Under direction supervises, administers and manages the State mandated sampling, monitoring and reporting programs for industrial waste, hazardous and solid wastes, groundwater, surface water, landfill gas, leachate, air quality and soils; reviews contracts reports and tests performed by contractors and environmental consultants, interprets test results and identifies problems, makes recommendations or requires corrections to problems; takes samples, conducts field tests and trains staff on proper sampling and inspection techniques; plans, develops and delivers a variety of safety and educational programs to landfill and inspection staff; supervises inspection of solid waste loads, operation of County Household Hazardous Waste Collection Facilities and solid waste data acquisition at landfill gatehouses, or supervises inspections of industrial waste users for compliance with State and Federal standards; may conduct chemical analysis of solid, industrial or hazardous wastes; reviews newly adopted and standing legislation related to solid and hazardous wastes and resource recovery, or industrial waste pretreatment, waste minimization and source control, and recommends programs and procedures for compliance; represents the County as a technical expert or liaison at the Federal, State and local level for solid and hazardous waste management and related issues, or industrial waste management and waste minimization; researches grant sources, prepares grant applications, and administers grant funded programs; prepares bid proposals and requests for grants for solid waste, hazardous waste and resource recovery projects or industrial waste, waste minimization and source control projects; reviews and makes recommendations on bids and quotes; coordinates with landfill and inspection staff consultants and engineers on landfill construction plans or industrial and hazardous waste discharge pretreatment systems; may serve as construction project resident engineer by reviewing and inspecting work to ensure conformance with plans, specifications and County regulations, as well as maintaining required documentation and processing progress payments; monitors and interprets conditions during storms and other hazardous situations and recommends appropriate actions; prepares complex technical reports and recommendations; plans, develops and implements the Household Hazardous Waste Program and the environmental control programs for the County landfills, or the Industrial Waste, Waste Minimization and Source Control Programs, and other related programs and projects; makes public presentations; attends meetings, conferences, and pertinent educational programs; inputs, accesses and analyzes data using a computer; may act as a technical advisor to District or County boards on policy and technical environmental issues.

**THE REQUIREMENTS:** Any combination of training and experience, which would provide the required knowledges and abilities, is qualifying. A typical way to obtain this knowledge and abilities would be:

Equivalent to graduation from college with a major in biological, chemical, physical or soil science, environmental health, environmental or sanitary engineering, industrial hygiene or

related field and two years of professional experience in a related field which provides the knowledges and abilities listed below.

### **SPECIAL REQUIREMENTS:**

Possess and maintain a valid California Class C Driver's License.

**KNOWLEDGE:** Working knowledge of chemical and physical characteristics of organic and inorganic wastes; principles of chemistry, engineering, biology, geology, hydrology, and water, air and soil quality management; research methodology and standard statistical procedures; Federal and State statutes, regulations, legislature and regulatory processes, programs and responsibilities related to solid, hazardous or industrial waste management; methods of storing, handling, recovery, disposal, recycling and minimization of solid, hazardous or industrial wastes; and the principals and practices of hazardous materials safety training, solid or industrial waste inspection and waste minimization practices. Some knowledge of grant development, administration and budgeting.

**ABILITY TO:** Effectively supervise and train lower level staff to execute required operational and inspection duties in a safe and sound manner around solid, hazardous or industrial waste; collect, compile, analyze and evaluate technical, statistical and relate resource data; prepare and present studies, reports, requests for proposals, grant applications and contracts; establish and maintain effective working relationships with others; synthesize and explain complex technical data to a non-scientific audience; understand, interpret, explain and apply laws, ordinances, rules and regulations; plan, organize and complete complex technical projects and make recommendations; design and deliver effective training programs; speak effectively before groups; prepare clear, complete and technically accurate reports; walk over rough terrain; learn to input, access, and analyze data using a computer.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.



**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

## **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees

**ENVIRONMENTAL PROGRAMS COORDINATOR**  
**SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**Answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Please list any related college level course work you have completed in biological, chemical, physical, or soil science, environmental health, environmental or sanitary engineering, industrial hygiene, or a closely related field. Include for each course: title, name of school, inclusive dates, number of units, and whether they were quarter units or semester units.

2. Describe your experience in each of the following areas:

- a. Performing laboratory tests and analyzing laboratory data.
- b. Wastewater sampling and operating and maintaining sampling equipment.
- c. Applying Federal, State, or local laws to ensure industry compliance with regulations.

3. Describe your experience in the field of inspection of public and private facilities in regard to compliance with environmental regulations and guidelines and any enforcement activities that resulted from the inspection.

4. Describe your experience, if any, working with Federal, State and local regulatory agencies, environmental consultants, or engineering and construction contractors. Include a description of reports or correspondence with these agencies.

**Note: The provisions of this bulletin do not constitute an expressed or implied contract.**

**An Equal Opportunity Employer**

**County of Santa Cruz**

**[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)**

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