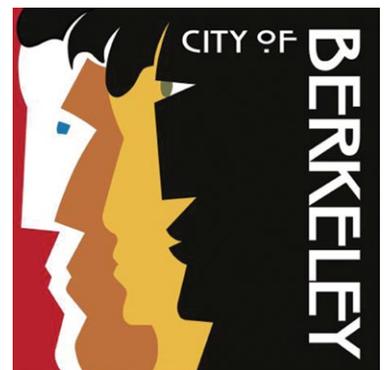




CITY OF BERKELEY, CALIFORNIA

Operations Manager

(Zero Waste Division – ZWD)





Refuse & Recycling – Berkeley has a longstanding commitment to reducing and ultimately eliminating/diverting the waste that goes to landfills, and established one of the first municipal recycling programs in the nation. In 2019 Berkeley became the first California city to enact a truly comprehensive plan to reduce single use plastic trash when the City Council adopted the Single-Use Disposable Foodware and Litter Reduction Ordinance.

Public Works Administration – Leading, integrating and supporting departmental services, the administrative division provides strategic planning and policy formulation, budget administration, human resources management, payroll processing, coordination of legislative issues, and management of information systems.

Infrastructure – Includes: Sidewalk Program, Sanitary Sewer Program, Street Repair Program, Storm Water, Utilities, and Facilities Management Maintenance and Capital Renovations. In 2016 Berkeley voters passed the \$100 million T1 infrastructure bond. There are more than \$40 million in capital projects currently underway.

Transportation Division – The Transportation Division of the Public Works Department oversees citywide transportation planning, traffic engineering, parking, bicycle and pedestrian planning, and alternative transportation programs. In partnership with neighborhood organizations, community groups, and local business associations, our office develops short and long range policy recommendations and directs program implementation to support a safe and efficient transportation environment in Berkeley. Per Council direction, Berkeley is actively working on electrification of the fleet and a broader electric mobility roadmap.

OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation. The City is governed by a Mayor, elected at-large and eight Councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. Under the provisions of the Berkeley Charter, the Director of Public Works is appointed by, and reports to, the City Manager upon affirmative vote of five councilmembers. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

THE PUBLIC WORKS DEPARTMENT

Public Works is the largest department in the City and provides integral services to our community every day. Our Department's mission is to provide quality services to the Berkeley community with pride, courtesy, and excellence. Developing and offering efficient, cost effective services in partnership with our citizens will help us achieve our vision to make Berkeley a leading city in the country by being an outstanding provider of Public Works Services:





THE DIVISION AND POSITION

ZWD currently operates with approximately 100 employees and 80+ vehicles. ZWD operations are funded exclusively through an enterprise fund that in FY 2021 is projected revenues of approximately \$50+ million. Within the City, ZWD collects all residential refuse and food/green waste (organics) and the majority of the commercial (which includes multi-family units with 6 or more units) refuse, organics and recycling (fibers and mixed containers for multi-family with more than 9 units) in Berkeley. ZWD also operates the Transfer Station. The Transfer Station is open to the public, receives on average 400+ customers per day, and is permitted by the State to receive 560 tons per day of materials; refuse, green waste or plant debris and food waste and construction and demolition. A Notice of Determination – Negative to amend the CalRecycle permit to increase its accepted tonnage from 560 tons per day to 620 tons per day and expand operating hours was filed with County of Alameda on September 11, 2020.

The Transfer Station uses two (2) below-grade loadout tunnels to transport off-loaded materials into both City and third-party contractors' long haul trailers for: refuse to a permitted landfill, construction and demolition materials for recycling and organics (green waste and food waste) to a compost facility.

The City's Transfer Station over the past couple of years has averaged and has transported approximately 131,000 tons of material per year off-site which includes:

- 68,000 tons of refuse to a landfill.
- 30,000 to 33,000 tons of organics for composting.
- Up to 30,000 tons of construction and demolition materials for recycling.

The Transfer Station also includes:

- Public Works Department Facilities' Maintenance building in which PW – Fleet services and maintains all of the City large vehicles, i.e., ZWD service, fire department,

and public works vehicles, and ZWD's heavy equipment/ large rolling stock maintenance garage, and Truck wash rack and fueling station (two underground diesel storage tanks requiring replacement by 2025).

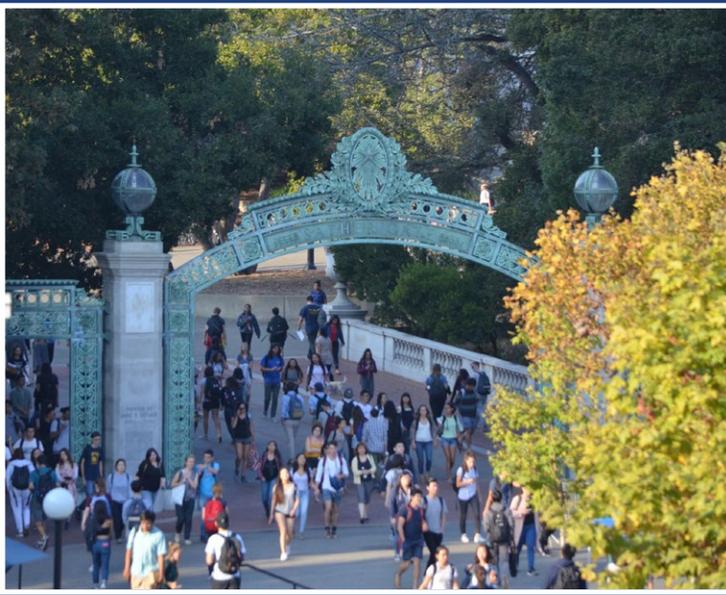
The Operations Manager for the Zero Waste Division

provides administrative oversight and direction for all aspects of Zero Waste Management programs. Additional responsibilities include developing and standardizing procedures and methods to improve and continuously monitor service efficiency, effectiveness, service delivery methods, procedures, and customer service. Budget development and management are required.

Skills and experience include but are not limited to the following:

- Experience managing staff in a union environment.
- Installation and implementation of collection routing systems.
- Knowledge of transfer station operations.
- Staff development and coaching, including training programs for growth and succession planning.
- Strength in safety protocols and safety programming.
- Construction experience is a plus.





THE IDEAL CANDIDATE

The ideal candidate is a seasoned supervisor or manager with a demonstrated ability to provide consistency and strong leadership in an operational environment and solid waste operations, including the planning and direction of a variety of complex solid waste services and programs.

The successful candidate will be customer service oriented with a history of building effective partnerships and a proven track record of responsiveness, problem solving, and conflict resolution. The incumbent will have the ability to work well within an energetic and dedicated team while managing diverse priorities and projects and embody the attributes of principled leadership: high moral values, ethics, commitment to excellence, honesty, engagement, and vision. A background with organizations of similar complexity, structure, size, and challenges is highly desirable. Experience with automated, semi-automated, and manual solid waste collection and disposal is a plus. Excellent organizational and interpersonal skills to serve as a valuable resource throughout the division are required.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in environmental science, engineering, business, or a closely related field.
- Four (4) years plus of progressively responsible experience in the management in solid waste field. Related combination of public works/solid waste/recycling experience, including field operations and maintenance may substitute.
- Three (3) years of supervisory experience, six years would be ideal.
- Additional qualifying supervisory experience or advanced related program planning may be substituted for the required education on a year-per-year basis.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to work evenings and weekends.

COMPENSATION AND BENEFITS

The salary range for this position is \$126,418 - \$155,208.

This position is covered by the Public Employees Union, Local One

To view benefits, please click on the following link:

https://www.cityofberkeley.info/uploadedFiles/Human_Resources/Level_3_-_General/BenefitsAndCompensationMatrix.pdf

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date is Wednesday, March 24, 2021.

To be considered for this exceptional career opportunity, please submit your cover letter with résumé, and a list of five professional references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed. Forward materials to: <https://executivesearch.cpsshr.us/JobDetail?ID=1749>

CPS HR  **CONSULTING**

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Email: frojas@cpsshr.us

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The City of Berkeley will then select finalists for panel interviews. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position please contact Frank Rojas.