



CIVICORPS JOB DESCRIPTION

POSITION TITLE: Recycling Supervisor

DEPARTMENT: Recycling

REPORTS TO: Recycling Manager

COMPENSATION: \$28.50-\$31.00/hour (full-time/non-exempt)

Located in West Oakland, Civicorps is a dynamic non-profit that includes two social enterprises. Civicorps' mission is to re-engage young adults, ages 18-26, to earn a high school diploma, gain job skills, pursue college, and embark on family sustaining careers.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems – the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps' programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

POSITION SUMMARY

The Civicorps Recycling Program offers truck driving training leading to a Class B license. The Recycling Supervisor will work in Civicorps' Recycling Social Enterprise which provides recycling collection services to small businesses, commercial operations and institutions in Oakland and other parts of East Bay.

The Recycling Supervisor will supervise all Recycling interns (approximately 15 but this number may fluctuate and increase over time). The Supervisor will assist in evaluating interns on their skills completing daily routes, safety, and operation inspections of vehicles and other equipment, safe work practices, information tracking, as well as knowledge surround the various types of recycling materials (paper, bottles and cans, metals, E-waste and used oil collection center visits). The Supervisor will also drive Class C trucks on regular routes for Civicorps Recycling when necessary.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for supervising and evaluating Level 2 and Level 3 Recycling Interns.
- Responsible for performing site visits of Certified Collection Centers of used oil and completes all oil site visits required by CalRecycle
- Assists in the efficiency of operations of mixed recyclables collection
- Assist or completes single stream recycling routes or E-waste pick-up / events as needed.
- Constructs recycling bins and containers as needed.
- In partnership with Lead Recycling Supervisor, support training interns on how to properly perform site visits of Certified Collection Centers of used oil
- With direction from the Lead Recycling Supervisor, implement Dock Walking Program
- Working closely with the Lead Recycling Supervisor, support efforts on updating and evaluating each intern's progress

MINIMUM QUALIFICATIONS

- High School Diploma or GED (AA or BA Degree a plus)
- Class C license and a clean DMV record
- Ability to obtain Class B license with air brakes certification within 6 months of hire.
- Applicants with Class B license and air brakes certification will be given preferred consideration.
- Demonstrated supervisory experience
- Youth development and/or trauma informed care experience
- Able to pass a drug test
- Computer skills and ability to use electronic hardware and software
- Interpersonal and communications skills necessary to establish and maintain effective working relationships with a wide range of members of the public
- Time management skills and ability to work efficiently and work independently

WORK ENVIRONMENT AND REQUIREMENTS

This is largely an outdoor, physically demanding position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee is frequently required to enter and exit the vehicle several times a day to collect recycling material. Intermittently twist to reach equipment surrounding and climbing ladder to flatbed truck. The employee is required to walk; use hands to operate objects, tools, or controls. Also, the employee may lift 50 lbs., pull up to 150 lbs., reach with hands and arms, and perform simple grasping and fine manipulation. The requirements are



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representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE BENEFITS

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, employee recognition programs and much more. We are a family-friendly workplace.

Civicorps offers a competitive employee benefits package including:

- Health Plan Options, including mental health care. Select from Kaiser HMO or Aetna PPO
- Dental and Vision
- Employer Paid Long Term Disability
- Employer Paid Life, Accidental Death/Dismemberment Insurance
- Paid Time Off, with additional paid winter leave
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Childcare
- Professional Development opportunities through workshops and conferences

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state, and local laws. Assistance and/or reasonable accommodation during the application process are available to individuals upon request.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.