



SJCOE
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Job Description

POSITION TITLE: Project Manager II, Recycling Program #6249
Greater Valley Conservation Corps (GVCC)
County Operated Schools and Programs

SALARY PLACEMENT: Management Salary Schedule
Range 9

SUMMARY OF POSITION:

Under the direction of the Greater Valley Conservation Corps. Director II, the Program Manager II will implement the mission of the Greater Valley Conservation Corps by using their leadership, supervisory and technical skills to oversee GVCC's Recycling elements. BCRF, Oil, Tire and E-Waste programs. The Program Manager II will oversee corpsmembers in the workplace, supervise and provide daily logistics to crew leads, handle corpsmember disciplinary issues, personnel concerns, evaluate staff, submit quarterly/yearly reporting to all grant funders, process crew logs, communicate with sponsors and support grant development for GVCC's Recycling Program. Develop and implement new recycling funding other than annual allocation. Liaison with Sonora Recycling program for additional reporting.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an Associates of Arts Degree or experience of a related nature may be substituted for degree requirement. Experience working with a local conservation corps, job training programs, and/or environmental business/industry.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Two years' experience working and/or training in the area of recycling and environmental stewardship. Possess an Associate of Arts Degree and/or Bachelor's Degree. Experience working in a school district, county office of education, or conservation corps in the areas of recycling and environmental stewardship. Possess forklift train the trainer certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- recycling accounts and procedures
- E-waste annual reports
- TPID reporting

Ability to:

- operate a computer
- develop safeguards for Greater Valley Conservation Corps Recycling Program; lead, train, and mentor corpsmembers and staff on these practices
- structure tasks, establish priorities and set goals
- demonstrate a high level of professionalism and work ethic to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- create and execute contracts and provide quality customer service
- train, and motivate corpsmembers to create stronger ties to their communities through community involvement and services; explore avenues for personal growth, develop leadership and soft skills

Possess:

- leadership and management skills.

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents management-level positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Daily attendance and roster for Recycling division, including leads and members. Reporting absences, time off requests and daily call-ins.
13. Support onboarding of new members after start date trainings, orientation, scheduling.
14. Support disciplinary tier system citation, probation, return to work policies.
15. Provide quarterly Forklift trainings to leads and members.
16. Provide all new staff a mandatory E-waste Handling Certification.
17. Complete all Cal Recycle reporting (quarterly/ final).
18. Support building the Cal Recycle grant each cycle i.e., projections, expectations, modifications.
19. Operations in the warehouse equipment, vehicles, purchasing, needs etc.
20. Ongoing communication with partners/sponsors i.e., COS, SJ Public Works, State Parks, Army Corps of Engineers etc.
21. Project walks as needed.
22. Meet with new clients for recycling program.
23. Provide as needed on the job support- CRV collections, Tires, Amnesties, Sonora, E-waste Collection, Natural Resources, Multi-Item Events, etc.
24. Attend meetings, conferences, and trainings on behalf of GVCC.
25. Support correspondence with Comprehensive Health and return to work policies for members and staff.
26. Motivate young people to fulfill their education, development of work plans and goals.
27. Transport corpsmembers to and from worksites, SJCOE sites, and community event sites.
28. Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment, and tools.
29. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift, and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.

5. See and read printed matter, with or without visual aids, distinguish colors, read, and understand rules and policies, labels, and instructions.
6. Ability to use telephones and office equipment.
7. Verbal communication including the ability to speak and hear at normal room levels.

WORK ENVIRONMENT:

Work is performed in indoor and outdoor environments; exposure to dust, oils, and cleaning chemical; may work on ladders or scaffolding; may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.

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