

DATE SUBMITTED 02/09/2026
 SUBMITTED BY Human Resources
 DATE ACTION REQUIRED 02/18/2026

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:
 Approve and Adopt the revised job description for Organic Waste Specialist and replace the current job description.
 DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:
 The City of Imperial is requesting the Council's authorization to approve and adopt the revised job description for Organic Waste Specialist and replace the current job description. This revised job description will add two job functions to enhance the scope of administrative work required for this position to better fit the needs of the department and the City.

FISCAL IMPACT: NOT TO EXCEED
 Position is fully budgeted for FY 25-26. There is no fiscal impact as the salary remains at the same range.

FINANCE INITIALS JMS

STAFF RECOMMENDATION:
 Recommendation to approve and adopt the revised job description for Organic Waste Specialist and replace the current job description.

DEPT. INITIALS KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER'S INITIALS DM

MOTION:
 SECONDED:
 AYES:
 NAYES:
 ABSENT:
 APPROVED ()
 DISAPPROVED ()
 REJECTED ()
 DEFERRED ()
 REFERRED TO:



CITY OF IMPERIAL

JOB DESCRIPTION

ORGANIC WASTE SPECIALIST

SALARY: RANGE 65

FLSA Non-Exempt – Teamsters
Department: Community Development

DEFINITION

Under general supervision, supports the City's waste management program by performing education and outreach to commercial and multi-family residents; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director or Building Inspection and Code Enforcement Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City's waste management program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Encourages commercial and multi-family residents to reduce organic waste and consumption of resources in accordance with the Zero Waste lifestyle movement to minimize landfill contributions; promotes finding ways to use organic waste products to benefit the environment.
- Develops communitywide strategies to effectively manage current and future challenges and opportunities; develops recommendations and actionable plans.
- Conducts routine inspections of residential, commercial, and municipal waste bins to ensure proper separation and disposal of organic waste, educates the public on compliance standards, and issues non-compliance notices and citations, when necessary.
- Documents findings and maintains detailed records of inspections, including photographic evidence when necessary.
- Identifies entities that are out of compliance with organic waste disposal regulations; issues non-compliance notices and educational materials to violators, explaining the importance of proper waste separation and the steps required to comply; follows up on non-compliance notices to ensure corrective actions are taken.
- Issues citations and fines to repeat or egregious offenders in accordance with City regulations.

- Defines issues and focus on achieving workable solutions; generates innovative ideas to develop or improve existing systems; schedules community meetings; listens to and builds resident relationships; increases resident satisfaction; and ensures commitments are met.
- Develops and delivers presentations, activities, and events to educate, promote, and advise commercial and multi-family residents on methods to reduce, recycle, or compost organic resources to increase sustainability and minimize the reliance on new organic materials.
- Coordinates and performs administrative work in grants administration and reporting, including preparing grant applications and disseminating funding opportunities; ensures achievement of grant objectives; reviews, approves, and tracks requisition and reimbursement documents for grant-funded projects; assists in preparing grant budgets and interpreting funding agency regulations and requirements.
- Compiles, analyzes, and interprets organic waste data and long-range waste reduction efforts; develops conclusions in report form; maintains logs on resident interactions.
- Performs routine administrative, fiscal, and customer service support tasks in support of Community Development Department operations, including answering and directing phone calls, assisting the public at the front counter, processing payments, tracking fees, maintaining records, and supporting departmental reporting and workflow coordination.
- Assists in monitoring changes to environmental laws, regulations, and regulatory guidance; supports updates to departmental procedures, educational materials, and internal workflows to ensure continued compliance with evolving requirements.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Presentation, activity, and event planning and implementation.
- Principles and terminology related to organic waste reduction.
- Federal, state, and local planning and environmental laws, regulations and ordinances related to organic waste and environmental laws.
- Public speaking techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, promote, direct, and support program presentations, activities, and events.
- Serve as a technical resource concerning organic waste reduction.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise technical documents, reports, correspondence, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year experience in the development and coordination of presentations, activities, and events.

Licenses and Certifications:

- Possession of a valid California Driver’s License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Use of personal protective equipment (PPE) as required.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).