

# County of Santa Cruz

invites you to apply for:

## **RECYCLING CENTER SPECIALIST – DISPOSAL SITES**

**Job # 25-MW1-01**

**Salary: \$4,221-5,337/monthly**

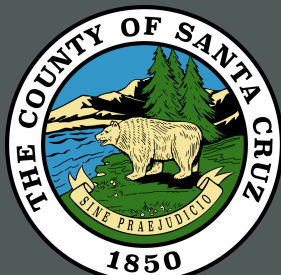
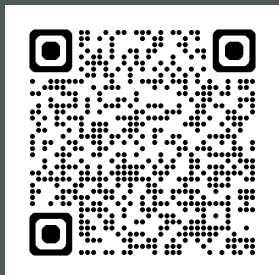
**Supplemental Questionnaire Required**

**Join us for this new opportunity,  
open to all!**



**Closing Date:  
Friday, August 29, 2025**

**To apply, go directly to:  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)  
or Scan the QR code**



*Live here, Work here, Play here*



**Women, people of color, and people with disabilities are encouraged to apply.**

**\*\*Please note\*\***

**The anticipated start date for this position will be in December 2025.**

## **The Job:**

Under general supervision perform a variety of semi-skilled and unskilled manual labor tasks at disposal site recycling areas, including visually inspecting, sorting and separating recyclable materials, while supporting operational needs and performing other job-related duties as assigned.

Distinguishing Characteristics: This is an entry level position. Recycling Center Specialists – Disposal Sites support the County's recycling program by assisting and educating the public with proper unloading, sorting, and processing recyclable materials at the County's recycling facilities while ensuring compliance with recycling guidelines. This class is distinguished from the next higher class of Disposal Site Maintenance Worker in that the latter class is responsible for processing larger-scale recyclable materials, broader facility maintenance, including building and grounds upkeep, the operation of heavy equipment, and performing cashier duties as needed.

## **The Requirements:**

No experience required.

Work experience in recycling or resource recovery and/or performing manual labor is desirable.

Possession of a valid class C driver's license; Possess and maintain a valid Cal OSHA forklift certification within three months of hire.

Required knowledge and abilities can be found at:

<https://www2.santacruzcountyca.gov/personnel/Specs/MW1spec.html>

## **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.

# 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 in 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 Human Resources 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 Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

## Recycling Center Specialist–Disposal Sites Supplemental Questions:

1. Do you currently possess a valid California Class C driver license?

2. Do you currently possess a valid OSHA–certified forklift license?

If yes, please submit proof of certification to the Human Resources Department by the recruitment closing date in one of the following ways: email [Personnel@santacruzcountyca.gov](mailto:Personnel@santacruzcountyca.gov), mail or drop off the copies to the Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

3. Describe any experience you have operating recycling or waste management equipment—such as balers, forklifts, or collection vehicles. Include details about the materials you managed and the safety procedures you followed.

4. Describe a situation where you had to explain a policy to a customer or member of the public. How did you ensure compliance while maintaining a positive interaction?

5. Describe a time when you encountered a frustrated or upset member of the public. How did you handle the situation, and what steps did you take to resolve the issue?

6. Describe a situation where you had to assist customers while managing other duties at the same time. How did you stay organized and ensure everything got done?



# 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 (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

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