

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Recycling Center Specialist- Disposal Sites

Supplemental Questionnaire Required

Open and Promotional
Job # 26-MW1-01

Salary: \$4,389-5,550 / Month

Closing Date: Monday, August 24, 2026

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 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.

Work Site Locations: This position is assigned to support operations at the Ben Lomond Transfer Station and the Buena Vista Landfill. Employees rotate between both locations based on operational needs and scheduling requirements.



The current need is for Substitute and Temporary/extra-help. Substitute positions are temporary assignments with the schedule of Tuesday through Saturday, 7:15 a.m. to 4:00 p.m. and are used to cover employee leaves of absence. These assignments may last up to one year or longer, depending on operational needs. **Temporary/Extra-Help** positions are also scheduled from 7:15 a.m. to 4:00 p.m. and require a commitment to work Mondays and Saturdays.

The list established from this recruitment will be used to fill any future Full-time vacancies during the life of the list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

No experience required.

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

SPECIAL REQUIREMENTS, CONDITIONS:

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

Other Special Requirements: Alcohol and drug tests will be administered for all candidates prior to final selection for safety-sensitive positions requiring a forklift certificate.

Incumbents are required to work weekends and holidays. Incumbents must be physically and mentally capable of performing the essential functions as summarized in the typical tasks section of this job description.

Special Working Conditions: Exposure to variable temperatures and weather conditions; high levels of noise; strong, unpleasant odors; infections which might cause chronic disease or death; dust; and, allergies, such as stinging insects and poison oak; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants.

Knowledge: Some knowledge of effective customer service principles, including the ability to interact courteously and professionally with members of the public and internal staff; safe driving practices and applicable traffic laws to ensure the safe operation of vehicles and equipment.

Ability to: Acquire and retain knowledge of techniques, equipment, and materials used in safely handling and processing a variety of recyclable materials and waste materials;

acquire and retain knowledge of techniques and procedures used to safely and effectively operate recycling processing equipment, vehicles and tools, balers, and forklifts; acquire and retain knowledge of environmental regulations governing recycling and solid waste operations and the handling of hazardous waste; stand and walk continuously for up to eight hours per day; perform manual labor in various weather conditions, demonstrating strength, dexterity and agility; maintain a safe work environment, ensuring the safety of oneself and others; communicate and collaborate effectively with external and internal customers; establish and maintain effective working relationships with others; understand and follow oral and written instructions accurately; obtain an OSHA-certified forklift license within three months of hire; maintain productivity and focus on assigned tasks, whether working independently, collaboratively with a team, or under varying levels of supervision; quickly learn and apply basic recycling practices including collections, sorting, high grading and baling of materials; lift up to 50 pounds; act in a courteous and diplomatic manner when dealing with the public.

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 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.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

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 is 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.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

LIVE Here

WORK Here

PLAY Here

RECYCLING CENTER SPECIALIST-DISPOSAL SITES
SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experience referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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, 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?

7. In the past three (3) years, have you had any jobs that required you to operate a commercial motor vehicle and possess a Class A or Class B Commercial Driver License? If you answered YES, complete the work history described in Question 8.

☐ Yes

☐ No

8. Department of Transportation federal regulations require that the County of Santa Cruz obtain specific employment history from you for all jobs you have had in the last three (3) years that require you to operate a commercial motor vehicle, you must provide all the information listed below.

- Name and address of former employers
- Dates of employment (from and to)
- Number of hours worked per week
- Type of vehicle driven/ equipment used
- Reason for leaving