



Job Posting Detail

Position Title: Recycling Specialist (I, II, III)

Dept. / Company: Sustainability / Valley Vista Services

Location: City of Industry

Manager: Client Services Manager

Pay Range: \$25.00-\$31.00 per hour

This is a full-time position.

Position Overview

The Recycling Specialist supports recycling compliance, contamination monitoring, customer outreach, and organics diversion programs in accordance with California regulations, including SB 1383, AB 1826, and AB 341. The following position will serve as a liaison between Valley Vista Services, franchise cities, and customers throughout Los Angeles and Orange County to ensure compliance with state and local mandate. Assisting customers with implementation and the management of proper waste diversion programs, education, outreach and training.

Responsibilities

Regulatory Compliance & Customer Education

- Promote and educate customers on recycling regulations (i.e., AB1826, AB341, SB1383, etc.) over the phone, via email, and in person
- Ensure compliance with local, state, and federal environmental regulations
- Conduct routine customer follow-ups and training regarding contamination, overfilled and/or empty bins, and recycling compliance concerns
- Respond to customer inquiries in a timely manner
- Participate in CalRecycle calls and site visits
- Facilitate and participate in public outreach, community meetings, cleanups, presentations, workshops, special events, educational opportunities, and facility tours

Field Operations & Site Assessments

- Travel between sites using a company vehicle to conduct waste analysis, assessments, and surveys while adhering to all safety, maintenance, and regulatory standards

- Conduct waste surveys to determine proper service levels and right-sizing opportunities
- Ensure accurate customer records match and are updated accordingly while conducting site visits such as inventory, and serial numbers
- Assist with compliance container rollouts
- Assist with route planning to achieve optimal diversion

Customer Relations & Diversion Programs

- Effectively maintain working relationships with business owners, management companies, maintenance companies, city staff, customers, residents, community groups, and the public
- Work directly with customers to develop diversion strategies for large waste generators and roll-off customers
- Work with jurisdictions and customers on food recovery programs
- Collaborate directly with large waste generators, roll-off customers, sales support, transfer station staff, and internal departments

Reporting, Documentation & Administrative Support

- Generate and analyze reports to assess customer compliance and develop action plans
- Maintain and update records related to customer outreach, waivers, recycling site visits, and compliance documentation
- Submit waivers to city staff or consultants for review
- Maintain databases related to diversion
- Oversee and document destruction loads
- Provide administrative and analytical support

Minimum & Preferred Qualifications:

- High School Diploma or GED equivalent required; Bachelor's degree in Public Administration, Environmental Science, or a closely related field from an accredited college or university preferred
- Minimum 2–5 years of customer service experience required, including at least one (1) year of experience in waste and recycling programs preferred
- Knowledge of recycling regulations and compliance requirements (AB1826, AB341, SB1383, etc.)
- Strong communication, presentation, customer service, and organizational skills
- Ability to multitask, manage projects, and work effectively with diverse communities
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, Teams)
- Bilingual in Spanish and/or Mandarin preferred
- Valid driver's license with acceptable driving record required
- Ability to travel throughout Los Angeles and Orange County as needed
- Ability to perform physical requirements of the position with or without reasonable accommodation

Work Environment

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) most of the workday
- Required to exert physical effort in handling objects less than 25 pounds rarely
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements rarely
- Normal setting for this job: office setting and field work (i.e. various customer locations)
- Remote work is not available for this position

What we offer

- The opportunity to learn and grow
- Competitive compensation and benefits
- Comprehensive medical benefits coverage, dental plans and vision coverage. Life insurance and accidental death & dismemberment insurance
- 401(k) plan with a generous company match

HOW TO APPLY: Qualified applicants should email their cover letter and resume to the Human Resources Department: vsjobs@myvvs.com.