Who We Are

Castro Valley Sanitary District (CVSan) is a small public agency located in the San Francisco Bay Area-East Bay. CVSan employs 22 regular, full-time employees and is governed by five elected Board of Directors. As a California Special District, CVSan has responsibility for the operation and maintenance of the sanitary sewer collection system and the provision of solid waste services within the unincorporated community of Castro Valley. The District also is in charge of the administration of a refuse collection franchise, the District's 25% interest in a wastewater treatment facility, implementation and administration of State and local mandated recycling programs, as well as District participation in sub-regional wastewater discharge and solid/hazardous waste management agencies. CVSan has a zero waste goal by the year 2029.

Our Mission Statement

"We protect public health and the environment by providing wastewater and solid waste services."

Why Work for CVSan?

Employee Recognition- CVSan is an agency that recognizes its employees as one of its greatest assets. The District has several internal programs that recognize and reward employees for exemplary customer service and commitment to safety.

Professional Development- CVSan promotes employee professional development and education through tuition assistance/reimbursement and encouraging and sponsoring employees to attend special trainings and seminars.

Not Your Typical Sanitary Agency- Being unincorporated, Castro Valley does not have City governance, so CVSan is in the spotlight more often than our counterparts. CVSan staff provide hands-on public education and participate in a number of community events.

Small Agency– In working for a smaller agency, you will know all of your co-workers on a first name basis and your contributions will be recognized all the way to the top of the organization. There are opportunities to work and cross-train in other areas of the organization.

Innovation– CVSan is an industry leader and utilizes grant funding to support new programs for our community.

Environmentally Conscious- CVSan is committed to implementing programs and practices that are environmentally friendly. You will have the satisfaction of knowing that your contribution at CVSan is helping the environment for generations to come.
The Position Requirements

The ideal candidate will be well organized with strong Microsoft Office experience. The Business Services Intern may be assigned to a variety of wastewater and solid waste projects including (but not limited to) computer entry & data retrieval, production of operational binders, research and preparation of memos, data analysis, product ordering, event greening assistance, business and multi-family outreach assistance, front desk coverage assistance, and other small projects. This position can be part-time or full-time.

Requirements:

- Knowledge of computer operation and current spreadsheet and word processing software.
- Ability to communicate effectively and tactfully in oral and written forms.
- Must have a clean driving record and valid Driver’s license.
- Ability to work indoors and outdoors depending upon assignment.
- Ability to lift 35 pounds.
- Ability to work with little supervision.

Desirable Qualifications:

- College graduate or upper classmen.

Ready to Apply?

To apply for this excellent opportunity, submit your cover letter, resume, response to the supplemental questions and CVSan’s application form (download at www.cvsan.org/employmentopps). Please submit your packet online at www.cvsan.org/employmentopps or alternatively email your application packet to zaneta@cvsan.org by 2:00pm on May 31, 2019.

The testing process for this position may include a phone screening, written exercise, a panel interview, fingerprints, degree check, reference checks, and DMV clearance. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. No phone calls, please.

CVSan is an Equal Opportunity Employer.

Castro Valley Sanitary District

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