



Clean Vibes, LLC \* PO Box 3265 \* Vallejo, CA 94590\* [www.cleanvibes.com](http://www.cleanvibes.com)\* (707)563-9232

Clean Vibes

Assistant Operations Manager for West Coast Branch

### **Job Description**

Clean Vibes, LLC's West Coast branch is seeking a year-round, part-time Assistant Operations Manager. The Assistant Manager will provide operational support to the West Coast Branch Manager and assume a leadership position with local Bay Area events. The Assistant Manager will be responsible for maintaining company equipment and vehicles, driving equipment as needed to and from local events, and supervising local work crews onsite at events. Additionally, the Assistant Manager will provide the following administrative support: tracking and submitting crew work hours, updating equipment inventory spreadsheets, assistance with local crew scheduling and communication, being a point-of-contact for local clients, and submitting timely expense reports. The Assistant Manager must have reliable transportation and be able to commute to Vallejo, San Francisco, Oakland and other Bay Area locations as needed; a computer and smart phone with regular access to the internet; and be ready to work outside of a 9-5 schedule and be available weekends and holidays. This position is part-time, non-exempt with up to full-time work load in the busy months (March- October) and opportunities for overtime. Opportunity for (unpaid) vacation time in November-January.

### **Tentative Average Weekly Commitment**

January: 10-20 hours/week

February: 10-20 hours/week

March- October: 40 hours/week, with opportunity for overtime

November: 10-20 hours/week

December: 10-20 hours/week

**Starting pay:** \$20/hr DOE

**Health Insurance Stipend:** \$100/month

**Travel Stipend:** \$100/month

### **Skills**

MS Office literate

Able to lift 50-75lbs on a regular basis and be on foot for several hours a day

Valid driver's license—fork or other equipment certifications a plus

Strong verbal and written communication

Basic tool and vehicle maintenance knowledge

### **Experience**

Supervising work crews of up to 10 people

Knowledge of recycling and composting in San Francisco



**Clean Vibes, LLC \* PO Box 3265 \* Vallejo, CA 94590\* [www.cleanvibes.com](http://www.cleanvibes.com)\* (707)563-9232**

Driving box trucks, pickup trucks, UTVs as well as passenger vehicles (no CDL required)  
Operating equipment such as hand tools, leaf blowers, vacuum shredders, circular saws, air compressors, etc.

**Other Qualifications**

Comfortable working outdoors in all weather  
Able to motivate crew members and stay positive in stressful and busy situations  
Passionate about waste diversion and environmental stewardship  
Willing to independently schedule and fulfill “offsite” work duties  
Effective time management skills  
Willing to work weekends, evenings and holidays as required

**To Apply**

Please send your resume, cover letter and any relevant references to [hiring@cleanvibes.com](mailto: hiring@cleanvibes.com).  
Candidates who meet the requirements will be contacted for interviews. All candidates will be informed when the position has been filled. Position remains open until filled.

Please note! To be considered for the position, you MUST be willing to live in the Bay Area and commute to Vallejo, CA as needed. While some traveling to out-of-town events may be available, this is not a regular traveling position. If not currently residing locally, you must be able to relocate ASAP. If interested in working with Clean Vibes nationally, please check our seasonal job listings here: <http://www.cleanvibes.com/index.cfm/jobs/employment/>