

**JOB DESCRIPTION: SOLID WASTE PROGRAM COORDINATOR**

DATE: 11/08/01

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EXEMPT (Y/N):	No	JOB CODE:	CSC Exempt (PT)
DEPARTMENT:	Land Development Services	CLASSIFICATION:	313
SUPERVISOR:	LDS Director	SALARY RANGE:	24
UNION (Y/N):	No (PT)	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Perform a wide variety of duties to assist the Land Development Services Director in the administration of the County Solid Waste and Recycling Program consistent with the County Solid Waste Management Plan and Ordinance. Perform related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plan, organize and perform activities necessary to implement the County Solid Waste Management Plan and Ordinance. Coordinate program activities with cities.

Plan, organize and carry out the County's Recycling and Waste Reduction/Reuse Program consistent with State Department of Environmental Quality requirements. Develop and implement programs for recycling, waste reduction and reuse and proper household hazardous waste disposal education and promotion. Coordinate program activities with cities.

Coordinate review of solid waste rate adjustments. Monitor franchisee compliance with the rate policies, procedures and rate schedules.

Monitor franchise holder activities to ensure compliance with local and state rules and regulations.

Negotiate waste collection and recycling opportunities.

Coordinate enforcement activities related to illegal dumping and environmental hazard complaints with the Code Enforcement Officer and the State Department of Environmental Quality.

Prepare and present written and verbal reports to the Land Development Services Director, Board of Commissioners, Department of Environmental Quality and other agencies and departments as required.

Provide staff assistance and support to the Solid Waste Advisory Committee and Board of County Commissioners on solid waste and recycling matters.

Negotiate waste collection and recycling opportunities.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

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**SUPERVISION RECEIVED:** Work under the general supervision of the Land Development Services Director who assigns and reviews work for conformance to established procedures and methods.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in a broad, specialized field. Preference will be given to candidates with education in environmental management or solid waste management systems. At least four years of progressively responsible experience in a related work area. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of environmental issues related to solid waste disposal. Knowledge of DEQ regulations, state and federal rules and regulations relating to solid waste. Familiarity with personal computers and standard business software programs, such as word processing and spreadsheets.

Ability to maintain the confidentiality of issues encountered. Ability to communicate effectively in both verbal and written form. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activity requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc. Lifting up to 50 pounds may be occasionally required.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The performance of occasional field work may require walking over various terrain or other hazards and exposure to all weather conditions.