

JOB DESCRIPTION: **SOLID WASTE PROGRAM COORDINATOR**DATE: **6/1/2022**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Public Works	CLASSIFICATION:	313
SUPERVISOR:	Director, Public Works	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Perform a wide variety of duties to assist the Public Works 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 related 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 Sharps Exchange program.

Coordinate and administer Household Hazardous Waste collection events throughout Columbia County.

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.

Perform targeted community outreach regarding waste reduction, reuse and recycling.

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

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

Administer and review contracts; and prepare and send out RFPs for equipment and services

Provide staff assistance and support to the Solid Waste Advisory Committee and Board of County Commissioners on solid waste and recycling matters. Respond to staff and residents with requests and questions regarding all the programs.

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

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

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

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SUPERVISION RECEIVED: Work under the general supervision of the Public Works 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.

EDUCATION and/or EXPERIENCE: Bachelor's degree in a broad or 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. Proficiency 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.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, 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.

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

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***