

SOLID WASTE COORDINATOR

DEFINITION

Under general supervision or direction, oversees, manages, and performs professional level analytical and specialized work in support of the District's waste management and collection services; coordinates programs that will efficiently and economically reduce the generation of solid waste and actively divert solid waste from landfill disposal to meet state and federal regulations; manages contracted waste management employees including administering the current franchised contract for solid waste pick-up, transfer, and disposal services; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the General Manager. Direct supervision is provided to contractual and administrative support staff including interns and/or volunteers.

CLASS CHARACTERISTICS

This class is responsible for the overall coordination of solid waste and collection services, programs, events, and grants. This class is distinguished from the Solid Waste Specialist in that the Solid Waste Coordinator has contract management responsibilities such as overseeing contracted waste management staff and administering the franchised contract as well as researching future contracting opportunities. This classification requires a high degree of knowledge and practical understanding of coordinating solid waste management programs and contracts.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the program; administers significant budget areas for the department.
- Analyzes current waste prevention, recycling and hazardous materials disposal programs and recommends policy and procedural improvements; implements such changes after management and Board approval, such as Multi-family and commercial recycling.
- Plans, organizes, administers, reviews and evaluates the work of office support staff such as interns and volunteers; and trains staff in work procedures.
- Makes presentations of District recycling programs status and operations to the Board of Directors; represents the District in meetings with governmental and regulatory agencies, contractors, business and professional organizations and the public.
- Administers awarded contracts for adherence to contract requirements and authorizes payments for services as appropriate, following specific guidelines.
- Manages the District's franchise contracts for residential garbage, recycling, and yard waste collection/disposal, commercial garbage collection/disposal, and private-sector contracts for materials transfer and recovery, long-term disposal, and landfill closure/post-closure.
- Monitors performance and regulatory conformance of the contracted waste management service, resolving customer service issues, monitoring service providers for compliance with contracted level of service, and other contractual obligations.

- Prepares, updates and submits reports in a timely manner to the District Board and various regulatory agencies.
- Prepares Requests for Proposal for solid waste pick-up, transfer and disposal services; analyzes bids submitted and makes recommendations for approval.
- Researches grant funding opportunities, prepares grant requests and administers grants after approval.
- Directs and participates in the development and dissemination of educational and informational materials regarding the recycling program; participates in and oversees the development of special events to inform the public of and market District activities and the recycling program, such as Earth Day.
- Provides technical expertise to the General Manager, the District's Citizens' Advisory Committee, various community organizations and the public regarding solid waste management.
- Monitors changes in laws, regulations and technology that may affect departmental operations; recommends policy and procedural changes as required.
- Performs inspections of various commercial and large public agency recycling equipment and procedures to ensure their compliance with District requirements.
- Oversees and/or maintains accurate records and files related to the activities of the recycling program.

QUALIFICATIONS

Knowledge of:

- Principles and practices of solid waste collection, recycling and disposal.
- Economic aspects and sources of marketing related to recycled materials.
- Administrative principles and practices, including goal setting, program development and supervision of staff.
- Principles and practices of public agency contract preparation, negotiation and administration.
- Principles and practices of grant administration.
- Principles and practices of integrated solid waste management including solid waste, source reduction, recycling, composting, materials transfer and recovery, household hazardous waste, landfill disposal, pollution prevention, and public education and outreach practices related to environmental programs.
- Techniques for the effective development and dissemination of educational, informational, marketing and media materials.
- Applicable laws, codes and regulations.
- Principles and practices of public agency budget development, administration and accountability.
- Computer applications related to the work, including word processing, spreadsheet and data base applications.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Skill in:

- Planning, organizing and personally participating in a comprehensive solid waste recycling program.
- Developing effective educational, informational and media projects and materials to market and improve the District's solid waste recycling program.
- Selecting, motivating, supervising and evaluating the work of staff, including interns and volunteers.
- Providing for the training of technical, office support, and/or volunteer staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the program.
- Preparing, interpreting, explaining and administering complex laws, regulations, policies and procedures.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Operating modern office equipment including computer equipment, software programs, and audio-visual equipment.
- Working in a team atmosphere and participating in a variety of District-wide committees to enhance the provision of all District services.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in environmental studies, business or public administration, natural science or a field related to the work and three (3) years of experience in developing and implementing solid waste recycling programs, managing contracts, or a field providing the required knowledge and skills, preferably in a public agency setting. Additional experience as described above may be substituted for the education on a year-for-year basis to a maximum of two years. Experience in an educational or communications setting in highly desirable.

Interpersonal Effectiveness:

Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement.

License and Certification:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain Cardiopulmonary Resuscitation and First Aid certificates within a time period specified by the District.

Other Requirements:

Willingness and ability to work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours as assigned.

Physical Requirements:

Be able to possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; mobility to inspect various solid waste collection sites and hearing and speech to communicate in person, before groups and over the telephone. Mental and physical ability to read fine print and computer monitors; converse in person and over the telephone; use a computer keyboard and calculator; sit for long periods of time, bend, stoop, stretch and reach; and strength and stamina to safely lift and carry up to 30 pounds.

Work Environment:

Works indoors, using computer monitor, works around others, works alone, works with others. The work may require outside exposure to all weather conditions with dust, noise, some potentially hazardous materials or heavy equipment.