



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Solid Waste Coordinator</b>	<b>Job Code:</b>
<b>Reports to: Development Services Director</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: Development Services</b>	<b>Approved</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Position Overview:**

The purpose of this position is ensuring compliance with the solid waste contract, to provide excellent customer service, to ensure collections are done on time and according to the contract terms, to notify the County Manager when the contract is up for renewal, to accurately keep a database of customer complaints and questions, responses given to said complaints. Work in conjunction with the Finance department for accurate collections of tax money for the containers that have been distributed. Ensure compliance with federal, state, and local regulations involving the transfer station.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plans, develops, coordinates, implements, and promotes recycling and waste reduction programs and activities for county departments, supervisors, department Director and employees, and the residents of unincorporated areas.

Develops specifications and requests for proposal or qualifications for consulting and contract services, implements, and monitors various program contracts including review of work and authorizing payment.

Assists in monitoring contractor performance for contracts including Waste to Energy (WTE) and landfill disposal facilities and various programs through field inspections and data review.

Develops budgets and monitors expenditures for assigned projects.



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Develops, prepares, and maintains standard operating procedures for various functions within the department.

Tracks trends of scale house customer service needs, expectations, and recurring problems, analyzes, develops and updates transfer station customer service processes, prepares flow charts, and makes recommendations for change.

Develops and updates emergency plans on preparedness, response, recovery, and mitigation for all possible disasters that could affect Pinellas County.

Coordinates programs and activities with federal, state, and local agencies, municipalities, public school, and local businesses to support a concerted effort toward achievement of the state mandated percentage recycling goal.

Monitors, inspects, and coordinates contract requirements concerning WTE facility operation, landfill operation, franchise collection, and reef construction.

Compiles data for statistical tabulation and analysis; submits comprehensive reports to state and local officials covering the current accomplishments of recycling and Coordinates department website updates.

Performs educational outreach by giving tours and presentations.

Provides information to the public about: trash, recycling, medicine disposal, and disposal of chemicals and electronics.

Responds to customer inquiries and complaints related to assigned contracts and programs.

Performs other related job duties as assigned waste reduction programs.

Duties and responsibilities may be added, deleted, or changed at any time at the discretion of supervisor, formally or informally, either verbally or in writing.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor to fit the needs of the County.

Regular and routine attendance at work is required.



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Performs other related duties as assigned.

Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or specialized training in building trades, criminal justice, public administration, or other related fields such as International Code Council (ICC), Georgia Association of Code Enforcement (GACE), or Peace Officer Standards and Training (P.O.S.T); and three (3) years previous experience and/or training involving a high level of public contact with some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess or can obtain certification as a Code Enforcement Officer issued by the ICC or GACE.

### **PERFORMANCE APTITUDES**

#### **Data Utilization:**

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

#### **Human Interaction:**

Requires the ability to apply principles of persuasion and/or influence.

#### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.



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### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio, and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

### **Physical Ability:**

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

### **Sensory Requirements:**

Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.



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### **Environmental Factors:**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the way they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.