

Solid Waste/Recycling Coordinator



Position Description

Status

Full-Time, Nonexempt

Compensation

B25

Bargaining Unit

N/A

Reports to

Health Officer

Supervises

None

Position Category

Coordinator

Summary

This position plans, develops, implements, and administers the county's waste reduction programs. Is responsible for resource recovery program development and implementation, including recycling and household hazardous waste disposal, monitoring compliance with waste management regulations, education and public relations, and coordinating activities with related agencies. Serves as liaison with state officials and regional planning consortium.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Leads the development and administration of the County's Solid Waste Management Plan under P.A. 451 Part 115 of 1994. Plans waste management programs and activities and assists with revisions to the county plan as appropriate. Monitors compliance with and changes in, state and federal laws relating to solid waste management and recycling programs.
2. Estimates the volume of disposed and recycled waste, researches management alternatives, issues progress reports as required by neighboring counties and state agencies. Develops strategies to achieve waste reduction goals, modifying them as necessary. Prepares and implements plan updates and amendments. Reviews applications for new disposal areas.
3. Monitors program revenues and expenditures, reviewing bills, and allocating costs to the appropriate individual city and township accounts. Provides financial reports to individual local units of government that participate per policy/procedures.
4. Create and revise Resource Recovery policies and procedures for leadership approval.
5. Prepares bid specifications and contracts for private sector services to municipalities, manages contract performance, and initiates termination, extension, or rebidding as appropriate.

6. Determines the feasibility of recycling, composting and other resource recovery programs within the county. Serves as a consultant to local units of government on initiating new programs, assisting with educational and publicity efforts, providing technical support, and collecting data. Coordinates special projects and/or educational programs with other agencies.
7. Plans, oversees and assists with collection activities at recycling sites, recruits and orients volunteers and performs other related activities. Removes household hazardous wastes and other materials from resident vehicles. Responds to and resolves complaints at the site.
8. Coordinates and provides staff support for meetings of the Solid Waste Planning Committee and other committee as assigned.
9. Provides customer service to residents regarding materials management options offered through the program and alternatives as deemed appropriate. Assist with resolving complaints regarding missed curbside collection. Sets appointments for the collection of household hazardous waste.
10. Facilitates resource recovery education/information for the department including delivering promotional messages to local media, public speaking engagements to governmental units, community, business groups and the general public and participating in public events. Drafts news media releases, social media posts, brochures and other printed materials. Presents at seminars and workshops and maintains the county website.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- Public Health Core Competencies
- Ten Essential Public Health Services

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment and works outside in extreme temperatures with various types of weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about

the work environment on uneven terrain both indoors and outdoors; operate a computer and other machinery; and move or transport files or other items to meetings and other locations. The ability to move household hazardous waste and other materials from vehicles to collection site.

Travel

Frequent travel is required to access County buildings and locations throughout Allegan County.

Required Education and Experience

1. Bachelor’s Degree in Business, Finance, Project Management, Waste Management, Physical Science, Communications, Education or related field.
2. Two (2) years of experience with coordinating projects and services with involvement of multiple stakeholders.
3. Two (2) years of financial management experience.
4. Valid Michigan Driver’s License.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____