



## **Solid Waste Technician**

**Category:** Classified  
**Pay Grade:** C21  
**Job Code:** 16962

*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.*

### **JOB SUMMARY**

Performs technical field and office work assisting in the operation and public outreach related to Solid Waste Programs; provides public outreach efforts and develops programs to promote waste reduction and recycling throughout the County; monitors contracts associated with the above-mentioned programs, collects field data, reviews waste disposal and recycling data and reports, preparing environmental and operational reports, and presents program information to governmental agencies and the general public; performs extensive data management.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts facility tours, presentations, and events to educate the general public about integrated solid waste management;
- Responds to customer inquiries;
- Updates local recycling program information;
- Coordinates school recycling programs, including collection of recyclable materials and education components;
- Develops integrated solid waste management curriculum materials for K-12 grades with regard to Florida Department of Education Sunshine State Standards for public schools;
- Manages the County's office recycling program, including collection contracts and County office coordinator training and assistance;
- Implements department recycling programs, including Recycling Roadie, Beach/Park and Recycling Drop-Off Site Programs, and Mulch Deliveries;
- Assesses current availability of recycling services for local businesses;
- Conducts business waste assessments and follows up with customized recommendations for waste reduction and recycling;
- Provides support to Pinellas Partners in Recycling (Recycling Subcommittee of the County's Solid Waste Technical Management Committee);
- Communicates frequently with the public, including telephone and e-mail correspondence, developing and making presentations and assisting in the preparation of written documents;
- Manages projects and coordinates efforts with business partners and clients;
- Schedules appointments, conducts research, and provides reports and recommendations related to waste reduction, recycling, and special or hazardous waste disposal;
- Plans public education events or other special events;
- Completes monthly and annual reports;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Four (4) years of experience in recycling or other solid waste operations; or a Bachelor's degree with major coursework in education, natural, or social science; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience in project management.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles of integrated solid waste management;
- Knowledge of federal, state, and local laws and regulations related to solid and hazardous wastes;
- Knowledge of scientific research techniques;
- Knowledge of the principles, practices, and methods of public relations;
- Knowledge of marketing and sales principles, practices, and methods.
- Skill in public speaking;
- Skill in the use of Internet applications and Microsoft Word, Excel, PowerPoint, and Outlook software;
- Ability to perform research and document sources;
- Ability to communicate orally and in writing to audiences of various ages, and to make presentations to large groups;
- Ability to coordinate the efforts of multiple groups and individuals;
- Ability to maintain databases and create tabular and graphic displays;
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form;
- Ability to communicate effectively in verbal, written, graphic, and visual form;
- Ability to deal with the public, media, County officials, and specialized interest groups in an effective and courteous manner;
- Ability to use or repair small and medium equipment and machinery.

## PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.

- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.