



## **Solid Waste Program Coordinator**

**Category:** Classified/Excluded  
**Pay Grade:** C25  
**Job Code:** 16965

*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**

This is highly responsible, specialized administrative work administering one or more solid waste programs. Responsibilities include planning, budgeting, procurement, implementation, coordination, promotion, inspection, data monitoring, and administration of assigned programs. An employee in this class performs complex duties related to overall program planning and administration, ordinance review and revision, advanced level liaison and coordination with other County departments, municipalities, and federal and state agencies, contract development, procurement and contract management, field assessment of contractor performance, research, long range planning and evaluation of programs with respect to the program goals and objectives, and data collection, statistical tabulation, preparation and presentation of comprehensive reports, implementation, monitoring and maintenance of internal controls for safeguarding assets. Performance of this work requires the use of considerable independent judgment, initiative, and tact in dealing with individuals, contractors, other municipalities and various civic groups. Assignments are made orally or in writing, and work is reviewed through observation of results obtained, conference and periodic reports or evaluations.

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

- 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;
- Develops, prepares, and maintains standard operating procedures for various functions within the department;
- Tracks trends of scalehouse customer service needs, expectations and recurring problems, analyzes, develops and updates scalehouse 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 waste reduction programs;
- Pursues and administers grants and loans from state and other public and private sources as appropriate;
- Reviews, evaluates, and produces formal critiques of proposed legislative changes;

- 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.

## QUALIFICATIONS

### **Education and Experience:**

High School diploma or an acceptable equivalency diploma (GED); and six (6) years of progressively responsible work experience in environmental management, solid waste management, urban planning, accounting, public, business administration, contract administration or project management or a related field, or Bachelor level degree with major coursework in environmental management, urban planning, public or business administration, engineering, or a related field and two (2) years relevant experience, or Possession of a post-graduate degree in any of the above subjects and one (1) year of related experience; 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.
- Solid Waste Association of North America (SWANA) certification in a specific field within six (6) months of hire date.
- Federal Emergency Management Administration (FEMA) certification in a specific field within twelve months of hire date.
- Recognized SCUBA certification within twelve months of hire date.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Rotating shift, weekend, holiday, and overtime schedules.
- Employee's name must not appear on the Health and Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

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

- Knowledge of laws, rules and regulations controlling budgetary, fiscal and contract procedures of county government;
- Knowledge of the principles and practices of automated information systems, office procedures and data processing;
- Knowledge of local, state and federal laws, rules and regulations that pertain to solid waste and debris management;
- Knowledge of operation and construction techniques used in landfill and WTE disposal;
- Ability to plan, organize, direct, coordinate, promote and evaluate programs and activities involving recycling, and waste reduction, waste collection, and other solid waste management;
- Ability to apply related technical knowledge to specific administrative and technical problems;
- Ability to establish and maintain effective working relationships with governmental agencies, civic groups and other interested organizations;
- Ability to comprehensively oversee contracts related to assignment;
- Ability to prepare and monitor complex technical financial reports;
- Ability to communicate effectively both orally and in writing in private and public situations;
- Ability to use independent judgment to take appropriate action in an emergency;
- Ability to research, compile and analyze statistical data, and submit comprehensive technical reports;
- Ability to supervise the work of assigned personnel, in a manner conducive to full performance and high morale.

### **PHYSICAL/MENTAL DEMANDS**

The work is medium and requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **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.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **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.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **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.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **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.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

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