

SOLID WASTE TECHNICIAN

Job Code	Pay Grade
16962	CL14

Nature of Work

This is technical field and office work assisting in the operation and public outreach related to Solid Waste Programs. Work involves a variety of tasks to provide public outreach efforts and develop programs to promote waste reduction and recycling throughout the county. Duties include monitoring contracts associated with the above-mentioned programs, collecting field data, reviewing waste disposal and recycling data and reports, preparing environmental and operational reports, and presenting program information to governmental agencies and the general public. Extensive data management is required in this position.

Minimum Qualification Requirements

- 4 years experience in recycling or other solid waste operations; or
- Bachelor's Degree with major coursework in education, natural or social science; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conduct facility tours, presentations and events to educate the general public about integrated solid waste management.
- Respond to customer inquiries.
- Update local recycling program information.
- Coordinate school recycling programs, including collection of recyclable materials and education components.
- Develop integrated solid waste management curriculum materials for K-12 grades with regard to Florida Department of Education Sunshine State Standards for public schools.
- Manage the County's office recycling program, including collection contracts and county office coordinator training and assistance.
- Assess current availability of recycling services for local businesses,
- Conduct business waste assessments and follow up with customized recommendations for waste reduction and recycling.
- Provide 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 related work as assigned or required.

SOLID WASTE TECHNICIAN (continued)

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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.

For official use only

Revised	EEOC Code	Overtime Code
4/07	Technicians	Classified