

# SOLID WASTE PROGRAM COORDINATOR

Job Code	Pay Grade
16965	CL17

## Nature of Work

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, implements, monitors and maintains 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.

## Minimum Qualification Requirements

- 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 2 years relevant experience, or
- Possession of a post-graduate degree in any of the above subjects and 1 year of related experience; 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.
- Solid Waste Association of North America (SWANA) certification in a specific field within six 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are all examples and are 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.

## SOLID WASTE PROGRAM COORDINATOR (continued)

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### Illustrative Tasks (continued)

- 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; submit 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.
- Responds to customer inquiries and complaints related to assigned contracts and programs.
- Performs related work as assigned or required.

### 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.

For official use only

Revised	EEOC Code	Overtime Code
10/16	Officials & Managers	Classified/Excluded