



WASTE REDUCTION COORDINATOR

Classification #: 349
FLSA: Non-Exempt
EEOC: 5

GENERAL STATEMENT OF DUTIES:

Coordinates the waste reduction program; conducts waste stream audits for businesses and public agencies; designs and implements waste reduction and recycling programs and events; and manages the Master Recycler volunteer program. Performs other related duties as required.

SUPERVISION RECEIVED:

Works under the supervision of the Environmental Services Division Manager, who assigns work, establishes goals, and reviews results obtained for conformance to departmental standards, and overall program effectiveness.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this classification; however, recruits, trains, and coach's volunteers.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Develops and implements business and residential programs that focus on waste prevention, recycling, environmentally-friendly product procurement and green building techniques. Identifies business needs and goals; conducts waste evaluations; analyzes the waste stream from intake to output; researches alternative materials and methods; calculates costs savings and associated labor costs to alternatives; develops recommendations to use less materials, reuse materials, and reduce toxicity; and provides assistance in the implementation of the recommendations.
2. Coordinates with representatives of state, business and community organizations in developing and implementing waste reduction activities and programs, including cooperative projects.
3. Designs, coordinates, budgets, and implements waste reduction and recycling programs and events; develops, designs, and creates displays to educate the public; researches, writes, and publishes information brochures.
4. Acts as liaison and technical advisor to the general public, county departments, other local and national governmental bodies, and to committees, task forces and associations.
5. Develops and implements waste management programs at events including Salem Art Fair, Marion County Fair, and Oregon State Fair.
6. Develops and manages Master Recycler class: develops and updates curriculum; organizes class location; confirms speakers and tours; develops and distributes monthly newsletters; tracks volunteer activities and payback; evaluates program deliverables;

- develops continuing education opportunities; recruits participants; identifies and schedules outreach events; schedules volunteers to present master recycler information; and monitors and provides feedback on volunteer's presentation.
7. Presents solid waste reduction and recycling educational seminars and workshops to the public; schedules presentations. Speaks to the public, civic organizations and media about waste reduction, recycling and the Master Recycler program.
 8. Participates on a variety of community and professional committees and associations; provides technical advice and support. Monitors and drafts legislation and testimony; lobbies legislators and other interested parties; analyzes proposed regulations and impacts on the county.
 9. Implements and updates online recycling/disposal database and reports. Coordinates and designs program and website with IT.
 10. Manages and oversees contracts with public agencies, non-profits, businesses, and individuals. Evaluates grants and determines eligibility; applies for grants; develops scope of work, and contract; tracks and reports program activities and progress toward goals; and ensuring deliverables are met.
 11. Conducts surveys of practices in other jurisdictions.
 12. Plans, assigns and reviews the work of seasonal or special project employees.
 13. Oversees and coordinates county-operated recycling collection programs.
 14. Participates in basic incident command training and drills to maintain proficiency in supporting Emergency Operations Center (EOC) activities, including carrying out field work in connection with EOC operations. May be assigned clerical/support, incident liaison or other duties at any location within or near the county.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of: waste reduction, recycling, and composting methods, programs, and activities; laws, rules, and regulations governing waste reduction; principles, practices and techniques of research, planning, budgeting, and project management; marketing and promotional outreach; program planning, development, and coordination related to volunteer and community relations programs.

Skill and ability to: analyze and evaluate complex problems and devise solutions; plan, prepare, and monitor budgets; interpret and explain technical environmental issues to others; effectively market a program or service; develop, implement, and maintain a volunteer program; recruit, manage, train and motivate volunteers; prepare and deliver oral presentations to public groups; communicate effectively both in oral and written form; write concise statistical reports; establish and maintain effective and professional working relationships with the public, volunteers, co-workers, and other agencies; operate a motor vehicle, operate various computer programs.

EXPERIENCE AND TRAINING:

1. Four year college degree in physical science, public or business administration, or related field; **AND**
2. Two years experience in waste reduction, recycling or a related field; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

NECESSARY SPECIAL REQUIREMENTS:

1. Possession of, or obtain within 30 days of hire, a valid Class C Oregon driver's license. If in possession of a current out of state driver's license, must obtain Oregon driver's license within 30 days of hire.
2. Possess and maintain an acceptable driving record.
3. Certified as Master Recycler within twelve (12) months of hire.
4. Must pass a criminal history background investigation. Conviction of a crime may not necessarily disqualify an individual for this classification.

Adopted: 6/97

Revised: 9/06; 7/09; 3/12