

## SOLID WASTE MANAGEMENT EDUCATION COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting in the administration of a solid waste management program by providing educational and technical expertise for the development and implementation of an integrated solid waste system to encourage the conservation of natural resources, through reduction in solid waste, recycling and reuse of recovered materials. The work is reviewed by and general direction is received from Director of Solid Waste Management in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Communicates the department's philosophy, goals and objectives to public officials and the general public via news releases, speaking before groups;

Develops an ongoing education program to inform and instruct county residents of solid waste requirements and recycling mandates;

Plans, develops and evaluates county recycling and composting programs, public education, promotional materials and strategies;

Provides technical and educational assistance to municipalities for implementation of material recovery programs;

Contacts, schedules and conducts presentations with municipal officials, school, church, civic, and community groups;

Serves as liaison to local businesses, community agencies, and commercial sector for promotional recommendations and strategies on material recovery;

Assists school districts initiating office paper recycling and using solid waste curriculum;

Researches, designs and evaluates attitudinal data and public participation in community program;

Arranges and solicits contracts for promotional materials and advertising;

Researches and assesses current county solid waste management and waste collection practices;

Manages county office paper recycling program;

Describes and interprets county solid waste and recycling programs to area local governments and assists their participation in those programs;

Conducts research into new technologies which could improve recycling and solid waste management practices in the county;

Communicates the county's philosophy, goals and objectives to public officials and the general public via news releases and group presentations;

Reviews and keeps abreast of Federal, State and local policy, rules and regulations involving recycling, material recovery, waste reduction, composting, and related matters;

Acts as a consultant to municipal departments and boards on the environmental impact of actions or decisions being considered;

Consults with other governmental agencies, public interest groups, and educational institutions involved in the implementation of composting, landfilling and recycling efforts in conjunction with the County's Solid Waste Management Program;

Consults with other governmental agencies, public interest groups and educational institutions in the study and protection of the environment regarding solid waste management.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern practices and principles of solid waste management, technology, procedures and equipment;  
Good knowledge of Federal, State and local laws and regulations affecting solid waste management;  
Ability to analyze and recommend various alternatives for solid waste management including incineration, recycling, and composting;  
Ability to plan, develop and evaluate solid waste management strategies and provide educational and promotional materials;  
Ability to make public presentations before groups;  
Ability to work independently within the scope of general direction;  
Ability to present data and reports clearly and concisely;  
Ability to establish successful relations and communications with others;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in environmental education, engineering, environmental science, planning or one of the natural science\*, supplemented by two years of environmental management or analysis experience directly related to solid waste management which shall have included public relations activities; or
- B) Completion of a minimum of 60 semester credit hours of study at a regionally accredited or New York State registered college or university including a minimum of 12 semester credit hours in natural sciences\* and four years of environmental management or analysis experience, at least two years of which directly is related to solid waste management which shall have included public relations; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

\*"Natural Sciences" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.