

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: SOLID WASTE AND RECYCLING COORDINATOR (Job Code 749).

GENERAL STATEMENT OF JOB

Under the general direction of the Director of the Department of Environmental and Engineering Services or his/her designee, this position is responsible for overall management of solid waste and recycling activities in the City, including administration of the contracts with the City's solid waste and recycling collection franchisees. This position performs other related duties as assigned. Position exercises a high degree of independent judgment in selection of work methods and procedures, subject to executive directive and review by the department director. Work is reviewed through meetings, reports and documentation of the success of the implemented programs and the achievement of objectives.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Manages the City's contracts pertaining to solid waste and recycling (collection franchise, disposal, recyclable materials processing, etc.) including, but not limited to, monitoring, coordination, administration, enforcement, development, and procurement. This also includes the coordination and execution of household hazardous and electronic waste collection events in the City and the distribution of recycled paint to residents.

Provides analysis and resolution to concerns and complaints related to solid waste and recycling.

Develops a City-wide solid waste management/solid waste reduction plan. Researches, develops, recommends, implements, and monitors programs to help reduce the City-wide volume of solid waste that is generated and/or disposed.

Educates City staff, residents, businesses, and the general public on the benefits of waste reduction and diversion including developing, purchasing, and distributing educational materials. This may require attendance at events outside of normal office hours.

Tracks and monitors the progress of all solid waste programs and initiatives. Compiles data for analysis and submit reports as requested.

Provides support to other departments to implement projects, programs, and policies regarding solid waste management and diversion.

Pursues and administers funding opportunities from Federal, State, and local sources to assist with funding solid waste and recycling related programs.

Acts as the primary point of contact to the public, other government agencies, and City departments regarding solid waste, recycling, and waste diversion.

Utilizes tools and equipment to prepare for and facilitate distribution and collection events related to solid waste and recycling.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Must possess an Associate's degree or higher from a technical school, two-year college, or four-year college or university with major coursework in business administration, public administration, or a related field and a minimum of two (2) years of relevant experience managing solid waste contracts/programs. Must possess and maintain a valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires the ability to bend, stoop, twist, walk over uneven, slippery surfaces, and lift and carry objects of moderate to heavy weight (25 to 50 pounds). Ability to sit for extended periods of time while working with computers or at work stations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Abilities: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations as well as technical materials relevant to solid waste and recycling collection and processing operations, ranging from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret a variety of technical information; identify problems, recognize symptoms, causes and alternative solutions; interpret technical journals, procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; and interpret complicated policies, procedures and protocols.

Verbal Aptitude: Must communicate clearly, efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Must communicate with technical terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; and utilize algebraic principles and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation. Also requires superior level of hand-eye coordination to operate heavy equipment with multiple hand controls.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination for operating and driving machinery and the ability to utilize a variety of modern office equipment.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles, practices, and trends in solid waste management, recycling, and waste diversion including methods of program implementation.

Knowledge of the principles of research, and of standard sources and uses of socio-economic information.

Knowledge of municipal organization, programs and policy.

Knowledge of the current state of solid waste in Broward County, Florida.

Skilled in the use of computers, including word processing, database, spreadsheet, and selected job-specific software applications.

Ability to effectively research, develop, plan, coordinate, promote, monitor, and evaluate programs and activities involving recycling, waste reduction, waste collection, and other aspects of solid waste management.

Ability to communicate clearly and concisely both orally and in writing, both technical and non-technical information.

Ability to apply related technical knowledge to specific administrative and technical problems and tasks.

Ability to research, compile, and analyze statistical data and submit comprehensive technical reports.

Ability to establish and maintain effective working relationships with employees, the City's management team, other governmental entities, and the general public.

Ability to establish short- and long-term goals and priorities.

Ability to develop and manage a budget.

Ability to draft ordinances and regulations.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss

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potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date