

**SOLID WASTE PROGRAM SPECIALIST**

**DEFINITION**

Under general supervision, provides assistance with analysis, planning and administrative activities related to the development, implementation, and evaluation of solid waste management and recycling programs, performs duties associated with public outreach and education; prepares reports; develops operating procedures; assists with operational responsibility for grants or programs; and performs related duties as required.

**REPORTS TO**

Solid Waste Program Manager.

**CLASSIFICATIONS SUPERVISED**

May provide technical or functional supervision to intern staff.

**EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

Plans, organizes, and assists in the development, implementation, and evaluation of various solid waste reduction and recycling projects, programs, and services involving diverse administrative operations; may administer or manage specific projects, programs, or services; serves as the primary data coordinator in data collection relative to State legislation and programming that pertains to solid waste, including grant application oversight and evaluation; creates, designs, coordinates and updates public outreach materials and waste management website; delivers educational presentations on solid waste management and recycling to community groups, schools, and public agencies to promote and ensure the success of waste management programs; prepares correspondence, narrative reports and submits Federal and State mandated reports on solid waste program operations; attends and serves as support staff for waste management meetings by preparing agendas and taking minutes; attends various meetings with local governmental agencies to distribute information relative to waste management programs; trains and directs the work of student interns; and performs related duties as required.

## **SOLID WASTE PROGRAM SPECIALIST - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate office and field equipment; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS**

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Operations, services and activities of a comprehensive solid waste program.
- Principles of integrated waste management and environmental compliance.
- Federal, state, and local laws and regulations governing solid waste, resource recovery, and recycling.
- Current waste management and recycling issues and programs regarding various California counties.
- Data collection and analysis.
- Use of computers and computer applications relative to administrative and research functions.

#### Ability to:

- Assist in the planning, organization, and coordination of integrated waste management and recycling programs.
- Assist in monitoring and evaluation of program performance according to established goals and objectives.
- Work in a variety of governmental, community, and education settings.
- Use logical reasoning, draw valid conclusions, and make appropriate recommendations related to solid waste programming.
- Use computer applications and programs relative to administrative and research functions.
- Prepare clear, concise and accurate reports.
- Conduct public outreach meetings.
- Assist with interpreting, explaining, applying Federal, State, and County regulations, policies and procedures related to Waste Management.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **SOLID WASTE PROGRAM SPECIALIST - 3**

### **Training and Experience:**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education**

Equivalent to an Associate's degree with major course work in environmental studies, planning, management, community development, physical science, biological science, business administration, public administration or a closely related field,

AND

### **Experience**

One year of waste management and/or recycling industry program support experience.

### **Special Requirements**

Possession of an appropriate, current, and valid California Driver's License issued by the Department of Motor Vehicles.