COLUMBIA COUNTY, OREGON
JOB TITLE: **SOLID WASTE PROGRAM COORDINATOR**
DATE: ~~**JANUARY 1, 2024**~~**OCTOBER 1, 2025**

EXEMPT (Y/N):	No	**CLASSIFICATION:**	CSC
DEPARTMENT:	Public Works	**JOB CODE:**	313
SUPERVISOR:	Director, Public Works	**SALARY RANGE:**	25
UNION (Y/N):	Yes	**LOCAL:**	AFSCME 697

GENERAL STATEMENT OF DUTIES: Perform a variety of duties to implement and administer the county's Solid Waste and Recycling program consistent with the county's Solid Waste Management Plan and ordinance in conjunction with the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Plan, organize, and perform activities necessary to implement the county's Solid Waste Management Plan and ordinance. Coordinate program activities with cities.

Plan, organize, and carry out the county's Recycling and Waste Reduction/Reuse Program consistent with the State Department of Environmental Quality (DEQ) requirements. Develop and implement programs for recycling, waste reduction and reuse, and proper household hazardous waste disposal education and promotion. Coordinate program activities with cities.

Coordinate the operation and maintenance of the Columbia County Transfer Station in accordance with the vendor contract.

Coordinate Sharps Exchange program.

Coordinate and administer Household Hazardous Waste collection events throughout Columbia County.

Coordinate review of solid waste rate adjustments. Monitor franchisee compliance with the rate policies, procedures, and rate schedules.

Monitor franchise holder activities to ensure compliance with state and local rules and regulations.

Perform targeted community outreach regarding waste reduction, reuse, and recycling.

Coordinate enforcement activities related to illegal dumping and environmental hazard complaints with the Code Compliance Specialist and the State Department of Environmental Quality.

Prepare and present written and verbal reports to the Director, Board of County Commissioners, Department of Environmental Quality, and other agencies and departments as required.

Administer and review contracts. Prepare and send out RFPs for equipment and services.

Provide staff assistance and support to the Solid Waste Advisory Committee and Board of County Commissioners on solid waste and recycling matters. Respond to staff and residents with requests and questions regarding all the programs.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Public Works Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in a related field. Four years' of increasingly responsible experience in a related work area. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Education in environmental management or solid waste management systems preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of environmental issues related to solid waste disposal. Knowledge of DEQ regulations, federal and state rules and regulations related to solid waste.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc. Lifting up to 50 pounds may be occasionally required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work time is split between a general office environment and field activities. The performance of occasional field work may require walking over various terrain or other hazards and exposure to all weather conditions.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.