



COLUMBIA COUNTY, OREGON
JOB TITLE: SOLID WASTE OUTREACH SPECIALIST
DATE: OCTOBER 1, 2026

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	P0136
SUPERVISOR:	Director, Public Works	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Work with the Solid Waste Program Coordinator to design and implement a variety of waste reduction programs including adhering to waste-related legislative changes. Educate and provide on-going support to households, businesses, schools, and community groups on waste reduction, reuse, recycling, and hazardous waste management. Conduct presentations and trainings, design educational materials utilizing graphic design software, and promote waste reduction programs through events and media outlets.

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

Identify needs for public information and education; assist in the development of educational and informational outreach program planning.

Assist coordinator at household hazardous waste collection events. Man tables at events such as farmers markets, the Columbia County Fair, and other community events.

Coordinate and communicate with garbage and recycling collection companies and other various stakeholders.

Build and maintain relationships with underrepresented communities and community partners.

Provide on-site and off-site technical assistance to support the County's recycling contamination reduction program.

Arrange and organize workshops and volunteer programs to clean up litter. Keep volunteers informed of new resources, community activities, and programs. Maintain volunteer program records.

May assist with illegal dumping program, Dump Stoppers, and pick up illegally dumped material within the County.

Perform single-family and multi-family outreach. Work with cities and waste haulers to visit single-family and multi-family buildings to improve the collection of recyclables and reduce contamination. Record recycling accepted and unacceptable items, identify issues, and make recommendations to residents and/or property managers, and implement improvements. Train residents on proper solid waste and recycling sorting. Provide residential recycling and proper waste management information at events, presentations, and by distributing educational materials.

Provide presentations to students K-12 on the importance of waste reduction, reuse, and recycling. Create interactive games to inspire the next generation to care about the environment and introduce them to the solid waste industry. Provide tours of the transfer station to school groups.

Coordinate with haulers to provide in-person technical assistance to businesses on proper recycling and disposal outlets, tips and tricks to reduce their use of hazardous waste, and to decrease contamination.

Manage complex data entry and tracking related to technical assistance and outreach.



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Coordinate the design, development, and printing of graphic materials such as flyers, posters, and guides about County-sponsored programs.

Co-create materials with waste haulers to represent the community's needs.

Update the website as needed.

Prepare and distribute printed and electronic information including writing news releases and social media posts for media outlets.

Attend meetings such as the Solid Waste Advisory Committee, Columbia County Board of Commissioners meetings, regional or statewide groups focused on waste-related education and outreach, webinars, trainings, and conferences.

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 two-year degree in communication, public relations, education or related field. Two years of increasingly responsible experience in the development, coordination, and delivery of public information and communication, or community outreach programs. 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 and experience in environmental management, communications, graphic design, or other public-facing outreach education 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 or willingness to learn Department of Environmental Quality regulations, federal rules and regulations related to solid waste.



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Skill in graphic design software such as Adobe Suite, Canva 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.***