



SUSTAINABILITY COORDINATOR

DEFINITION

Under direction, responsible for planning, developing, organizing, implementing, and promoting County diversion and recycling programs in accordance with state mandates; coordinates related activities with other departments, divisions, outside agencies, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May provide technical direction to paraprofessional staff and provide training as assigned.

CLASS CHARACTERISTICS

This is a journey-level classification. Positions at this level are responsible for performing specialized work related to diversion and recycling program development, implementation, and promotion. The duties of this classification require considerable interaction and coordination with other County departments, divisions, businesses, residents, and external agencies. Incumbents work independently, and exercise judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Develops, plans, and coordinates waste reduction and diversion awareness, monitoring, and enforcement programs.
- Monitors and evaluates existing commercial and special event recycling programs and makes recommendations for educational and service improvement.
- Creates, develops, and implements waste recycling outreach program collateral material for use in promoting waste education, recycling, and diversion to residents and businesses within the County.
- Drafts, organizes, and conducts presentations and responds to inquiries from residents, businesses, and/or other local and/or state agencies about recycling and other waste reduction programs.
- Initiates contact and works with residents and businesses to ensure compliance with state-mandated waste reduction and diversion regulations and related local ordinances, contracts, and policies.
- Performs commercial waste audits/assessments and recommends service levels for waste and recycling.
- Provides customers with written reports of findings and recommendations.
- Compiles statistics for waste recycling tonnage reports; analyzes data for accuracies and trends.
- Produces, compiles, and/or analyzes monthly reports on outreach activities; maintains a calendar of reporting deadlines.
- Attends various meetings, committees, and conferences related to program goals and objectives.
- Establishes, coordinates, and/or facilitates community coalitions, networks, and groups; speaks before community groups and organizations regarding programs, services, and activities.
- Acts as liaison with the general public, County departments, state and local regulators, and contractors.
- May assist in researching the availability of grants and other funding sources for recycling and waste reduction projects; assists in securing applicable funds.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of waste collection separation, transportation, recycling, and disposal operations.
- Principles and practices of public information and education programs.
- Applicable federal and state laws, rules, and regulations including those relating to solid waste management programs.
- Methods and techniques used for presenting information and facts to the public.
- Principles and techniques for making effective public presentations.
- Basic principles, practices, and procedures of local and state grant compliance, funding sources, and funding disbursement.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages, Adobe Acrobat) to conduct, compile, and/or generate documentation

Ability to:

- Develop, promote, and implement a variety of solid waste related information and education programs.
- Prepare educational material and make effective public presentations.
- Organize, promote, and conduct public meetings.
- Follow site safety practices and procedures during the course of inspections of various businesses or other commercial facilities.
- Apply County and department policies and procedures.
- Exercise sound, independent judgment within established procedural guidelines.
- Make accurate statistical calculations.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with members of the public.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, communications, marketing, environmental management, environmental sciences, physical sciences, sustainability, or a closely related field;

AND

One (1) year of experience developing, promoting, facilitating, or coordinating a public or private education program, preferably for a solid waste management program.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.
- Requires 24-hour Hazardous Waste Operations and Emergency Response Standard training within six (6) months of employment.

PHYSICAL DEMANDS

This is partially a sedentary office classification; the job involves field inspection work including exertion of a moderate amount of physical effort in the performance of duties and requires frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas as required. Must also possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect residential, commercial and governmental sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds, as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field where they may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, dust and scents, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.