REVISED 9-22-91

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Solid Waste Coordinator	CODE: 08113
	MAJOR AGENCIES: Sanitary Engineer's Department	JURISDICTION: County

FUNCTION: Under general supervision from sanitary engineer or other administrative supervisor, coordinates all aspects of solid waste management plan for assigned county or waste management district & ensures compliance with plan in assigned area;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	32-38	Coordinates all aspects of solid waste management plan for assigned county or waste management district (e.g., works with county/district solid waste management policy committee in creation of solid waste management plan as mandated by & in accordance with rules of Environmental Protection Agency (i.e., EPA), reviews & analyzes plan contents & submits required annual plan updates & revisions) & develops & implements local rules & regulations (e.g., composting regulations) to ensure compliance with solid waste management plan.	Knowledge of (1) program/project management, (2) state & federal laws regarding solid waste management*, (3) environmental planning*; ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) write complex reports & position papers, (6) gather, collate & classify information about data, people or things.
2	32-38	Oversees operation of waste management facilities within assigned county/district; receives & reviews quarterly reports submitted by industrial & commercial facilities regarding method of operation, kinds & amount of material being recycled & final destination of materials; reviews plans for proposed facilities &/or compliance with county district plan.	Knowledge of 1, 2*, 3*; ability to 4, (7) review & comprehend technical operational plans.
			(*)Developed after employment.

MINIMUM CLASS REQUIREMENTS (including license, if any.):

Completion of undergraduate core program in business management; or 2 yrs. trg. or 2 yrs. exp. in program/project management that included development of program/project plans, goals & associated rules & regulations; or equivalent.

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3	12-18	Compiles data & statistics regarding volume of solid waste & recycling efforts, methods of disposal & associated cost; participates in development of public education programs & related materials (e.g., pamphlets; brochures); establishes & updates directory of local facilities & kinds of waste & recyclables accepted for public distribution; prepares & maintains records & reports as required by EPA; responds to routine & sensitive correspondence regarding solid waste management.	Knowledge of 2*, 3*, (8) statistical analysis; ability to 6, (9) write educational literature for general public.
4	12-18	Serves as liaison between county/district solid waste management policy committee & other government entities, community business groups & general public; speaks before local business organizations, schools & other interested groups; participates in special events (e.g., earth day) to further public awareness of conservation of environmental protection.	Knowledge of 2*, 3*, (10) public relations; ability to (11) prepare & deliver speeches before specialized audiences & general public.

(*)Developed after employment.