

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Cover Page 1 of 2

<b>Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>	Solid Waste Coordinator	<b>Position Title:</b>	Solid Waste Mgmt. District Coordinator
<b>Class Number:</b>	08113	<b>Position Number:</b>	01:300000.0
<b>Dept./Div.:</b>	Solid Waste Management	<b>Civil Service Status:</b>	Unclassified
<b>Unit:</b>	N/A	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Board of Commissioners	<b>FLSA Status:</b>	Exempt
<b>EEO Status:</b>	(01) Officials/Administrators	<b>DOT/O*Net Code:</b>	184.167-078
		<b>Normal Work Hours:</b>	Weekdays 7 a.m. – 3:30 p.m.

### GENERAL DESCRIPTION:

Under general direction of the board of county commissioners, coordinates and ensures compliance with all aspects of solid waste management plan for Auglaize County; organizes waste reduction activities and administers residential recycling programs; supervises solid waste management personnel.

### QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in environmental science, engineering, business, or public administration; minimum three (3) years progressively responsible experience including supervisory experience and personnel management; working knowledge of Ohio Solid Waste regulations, or an equivalent combination of education and experience.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; commercial driver's license (CDL) Class A; forklift operator certification.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Forklift, motor vehicle, box truck, roll off truck, stake truck, pull trailer, baler, personal computer, printer, telephone and commonly utilized office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, etc.); is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

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In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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<b>Dept./Div.:</b>	Solid Waste Management	<b>Reports To:</b>	Brd of Commissioners
<b>Unit:</b>	N/A		

## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) Coordinates all aspects of solid waste management plan; organizes waste reduction activities and administers residential recycling programs in effective and efficient manner in order to accomplish solid waste goals and objectives; maintains established solid waste standards; develops public education programs to develop awareness of the proper sorting procedures and benefits of recycling; markets recyclable materials to buyers; schedules shipments of recyclable materials; receives payment for generation fees and sales of recyclable material; tracks receipts of payments for EPA reports and financial and budget reports; submits financial and budget reports to the board of county commissioners and policy committee; delivers payments to auditor's office; develops and administers waste reduction programs in local industries in an effort to decrease the amount of solid waste (e.g., gives presentations to industry organizations, etc.); develops and administers composting program to reduce the amount of solid waste; determines supplies and equipment needs and makes purchases as needed; creates bid documents and obtains bids for supplies and equipment over \$25,000; determines payment amounts to be submitted to volunteer groups; prepares payment vouchers for volunteer groups and supplies and equipment and submits to auditor's office for payment.
- 5% (2) Develops and maintains ten (10) year district plan in compliance with state law, rules, and regulations; administers programming commitments as described in district plan; develops policies and procedures for recommendation to commissioners; manages and administers department budget once approved by county board of commissioners.
- 45% (3) Supervises solid waste management personnel; interviews and recommends hiring of job applicants for employment at district; recommends pay assignments and adjusts pay of subordinates; plans, schedules, assigns, and reviews work of employees; instructs employees; receives, resolves, and responds to employee problems; administers disciplinary action as a means of corrective measure to employees as necessary; allocates personnel and enforces compliance with operating policies and procedures in order to effectively and efficiently accomplish solid waste goals and objectives; maintains personnel files district employees in accordance with established standards; supervises work of court-ordered community service laborers in performance of duties at recycling/solid waste district.

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<b>Unit:</b>	N/A		

5% (4) Prepares accurate reports for Ohio EPA; communicates with state legislature and other solid waste districts on cooperative efforts; maintains working relationships with private landfill operators and recycling operators.

(5) Maintains required licensures and certifications.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Attends professional education and training sessions, seminars, and workshops as directed.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** program/project management; environmental planning\*; statistical analysis; budgeting; finance; inventory control; district goals and objectives\*; district policies and procedures; government structure and process; government grant programs; solid waste management issues/regulations\*; public relations; correct use of grammar, punctuation, and spelling; supervisory principles and practices; records management; promotion and marketing.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation.

**Ability to:** define problems, collect data, establish facts, and draw valid conclusions; review and comprehend technical operational plans; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving a variety of variables within somewhat unfamiliar context; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers, decimals, and fractions; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; prepare and deliver presentations; communicate effectively in both written and verbal format; organize and conduct effective meetings; gather, collate, and classify information; maintain records according to established procedures; work individually or with teams; handle sensitive inquiries from and contacts with elected officials and general public; develop and maintain effective working relationships; determine material and equipment needs; prepare and deliver speeches and presentations.

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### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Laborer (01:800101.0); equipment operator 1 (01:800201.0, 01:800202.0, 01:800203.0, 01:800204.0).

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