

CITY OF CHATTANOOGA

Classification Specification Title: Solid Waste Coordinator

Department: Public Works

Pay Grade: GS.10

Supervision Received From: Mgr Sanitation

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 8/03/21

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification develop and coordinate the City's recycling, waste diversion, waste reduction, and household waste collection programs; collect, record, analyze, develop, and present related performance data to administration. Research and prepare relative budgets and grants for recycling collections and operations. Provide expert knowledge and training of proper legal and environmentally responsible recycle collection, waste diversion, waste reduction, and waste disposal practices. Maintain comprehensive records for local, state, and federal requirements. Works under general supervision.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Coordinates, plans and implements comprehensive recycling, waste diversion, and waste reduction programs and projects for the city. Evaluates and makes recommendations for related programs and facilities. Promotes comprehensive landfill diversion by developing and providing support to various operations including curbside recycling, recycling convenience centers, refuse collection centers, household hazardous waste facility, bulky trash collection, and yard waste recycling programs.

Conducts market and industry research pertaining to recycling commodities and materials.

Makes recommendations for the sale of commodities.

Serves as a liaison to vendors, recycling contractors, consumers, brokers, dealers, and processors.

Develops and coordinates community awareness programs through education and promotion of program services.

Secures, audits and oversees contracts and invoices from areas of responsibility.

Manages records of recycling tonnage, costs, and revenues for fiscal and data analysis, trends, budget forecast, and services.

Maintains compliance with all federal, state and local laws, regulations, standards and requirements for areas of responsibility.

Researches and evaluates recycling technologies to assess the environmental and financial impact on waste reduction, waste diversion, and recycling programs.

Manages fiscal and data analysis for recycling, waste reduction, and waste diversion programs.

Serves as point of contact for municipal offices and personnel by answering service requests and fielding questions from the public, inspectors, supervisors and collection personnel concerning recycling program inquiries and complaints.

Works with multiple City departments and the Tennessee Department of Environment and Conservation to ensure waste diversion goals and proper protocol pertaining to federal, state and local guidelines, record keeping, and implementation are met.

Serves as the primary liaison between the Department of Public Works and grantors, related inquiries, audits, billing, reimbursements and implementation of grant programs.

Monitors Department expenditures of purchases to develop and assist in budget analysis.

Oversees completion of collection reports for money received for sale of scrap metal and recyclable material.

Maintains all records regarding grants of responsibility to ensure proper accounting practices and those correct transactions are recorded to the correct program and are in compliance with all accounting principles.

Creates quarterly and annual reports.

Monitors facilities and programs to ensure all sites are operating safely within the applicable guidelines, laws, rules, and policies and answer related inquiries by public and City employees regarding safe disposal of hazardous materials.

Maintains fiscal and performance analysis for other solid waste programs litter collection, fluorescent bulbs, waste tires, and other programs.

Meets with State and local officials of the Tennessee Department of Environment and Conservation.

Develops, edits and reviews recycling and solid waste ordinances, standard operating procedures, public information, marketing materials, and contract specifications.

Ensures compliance with EPA for Conditionally Exempt Small Quantity Generators.

Maintains a contingency site plan for the City's Household Hazardous Waste Facility.

Supervises lower-level staff.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Political Science, Business Administration, Environmental Science or related field and at least two (2) years of experience working with solid waste, recycling, and waste diversion programs. Previous experience in data analysis, grants and performance standards analysis preferred; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of management principles coordinating and managing recycle collection programs; educational and community outreach programs pertaining to waste reduction; coordinate and implement specialized projects; grant application process, management and development; budgeting principles; contract development; project management principles and practices; negotiation principles; mathematical concepts; applicable federal, state, and local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in prioritizing and assigning work; analyzing issues and problems related to recycling and, solid waste management, develop complex programs, present and obtain consensus on recommendations, processes, goals, and solutions; directing the completion of projects; performing mathematical calculations; implementing public relations; preparing and analyzing reports; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; conducting negotiations; handling multiple tasks simultaneously; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up-to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to moving mechanical parts, fumes, and odors.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.