

	CITY OF KEY WEST JOB DESCRIPTION	Civil Service, Exempt Position	
		DATE OF REVISION	10/2012
POSITION	SOLID WASTE COORDINATOR	MINIMUM ANNUAL RATE	\$45,085.00
DEPARTMENT	UTILITIES		
JOB CODE	43970	GRADE	N35

PHYSICAL LOCATION:

- All areas of the City and City of Key West Transfer Station on Rockland Key

REPORTING RESPONSIBILITIES:

- Utilities Manager or designee

GENERAL FUNCTIONS:

The primary focus of this highly visible marketing and planning position is to develop, implement and expand the City's recycling programs, with a secondary focus of overseeing other tasks within the City's Solid Waste Utility. The overall goal of this position is help lead the Solid Waste Utility in an effort to encourage residents, visitors, organizations, and businesses in the community to increase their recycling participation, and help improve other programs within the Utility. Excellent communications skills are essential.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with staff, co-workers, general public, businesses and outside agencies.
- Able to work minimum 40 hour week and additional hours as required.
- Able to efficiently use all equipment and/or materials as specified in job description.
- Able to see and hear well enough to perform duties specified in job description.
- Able to perform field work to inspect and verify customer information in outdoor conditions
- Obtain and maintain valid Florida driver's license

EQUIPMENT TO BE USED:

- Personal computer and related software, solid waste software applications, calculator, fax machine, copy machine, general office equipment, other equipment as necessary for completing job responsibilities.

ENVIRONMENT:

- Both indoor and outdoor setting. Indoor setting is in an air-conditioned office. Outdoors may be in any local weather condition where the individual is subject to the elements. Occasional time at Transfer Station where extreme heat, heights, fumes with airborne particles, toxic or caustic chemicals, and vibrations are present as well as loud noises.

PHYSICAL REQUIREMENT:

- Sitting 70%
- Standing 20%
- Climbing 1%
- Bending 2%
- Reaching 1%
- Walking 5%
- Lifting 1%

DUTIES/TASKS/JOBS:

- Design, develop and implement promotional and educational recycling materials for dissemination to the public.
- Facilitate the City’s residential, multi-family, and commercial recycling program to encourage increased participation in accordance with the City’s Solid Waste Master Plan.
- Collect and analyze recycling data via spreadsheets and database management system; maintain monthly reporting.
- Establish and maintain reference system for public information with an emphasis on updating and continually improving City’s website page.
- Present to civic groups, public organizations, individual businesses, and the community to increase awareness and promotion of the County’s recycling programs, as well as the opportunity for businesses to cut costs through recycling participation.
- Work with special events organizers to facilitate recycling participation, and ensure their compliance with City’s special events requirements for recycling.
- Developing and implementing environmental strategies, action plans, policies and practices that ensure waste reduction and sustainability practices;
- Perform other planning, research, and other tasks as needed for the City’s Solid Waste Utility.
- Be able to relieve Transfer Station Manager on occasion when Manager is on leave.
- Participate in environmental education events/organizations, special events and research or pilot programs.
- Integrating and ensuring compliance with federal, state and local environmental legislation and reporting environmental performance
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- Bachelor’s degree in related field from an accredited college or university.
- Considerable knowledge of recycling and solid waste practices and procedures.
- Ability to organize, plan, direct, implement and coordinate plans and procedures to increase recycling rates.
- Ability to express ideas clearly and concisely both orally and in writing.
- Ability to operate a motor vehicle; valid Florida driver’s license or ability to obtain within 30 days of hire.
- Experience in a customer service environment.
- Experience in solid waste/recycling operations or planning recommended.
- Considerable knowledge of office practices, procedures, and computer software (i.e., Microsoft Office Products, including but not limited to Word, Excel and/or Access, and PowerPoint).
- Ability to write and prepare comprehensive program plans.
- Experience working with data processing and reporting.
- Knowledge of media and public relations practices and marketing strategies.
- Minimum of three years’ experience in a supervisory position.
- Equivalent combination of training and experience may be substituted as determined by department head and City Manager.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirement and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
VETERANS PREFERENCE EMPLOYER
AND A DRUG FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Ave., Key West FL 33040
Telephone: (305) 809-3714**