



Tazewell County Health Department Job Description

Job Title:	Waste Diversion Coordinator
Department:	Environmental Health
Reports To:	Director of Environmental Health
Job Status:	Non-exempt
Grade:	15
FLSA Status:	Yes
Prepared By:	Evelyn Neavear
Approved By:	Amy Fox
Approved Date:	8/12/20

Summary: The purpose of this position is to oversee Tazewell County's Resource and Recovery Plan and programs with the school district, commercial and industrial facilities, and residents. Maintain and develop new programs to increase recycling awareness and instill excellent recycling principles with residents and institutions. Provide guidance to individuals on where and how they can recycle their waste.

Essential Duties and Responsibilities:

The following statements are illustrative of duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Responsible for creating, coordinating and growing Tazewell County's Resource and Recovery Plan in schools performing presentations at career days, events, or for individual classes. Must be willing to interact with kids. Some events may be after normal business hours or on Saturdays.
- Maintain and develop partnerships with industrial and commercial facilities, associated groups and organizations to advance and complement existing recycling and sustainability programs and efforts
- Research pricing and buyers for recyclables. Coordinate between options between businesses
- Assist with the development and maintenance of marketing materials, programs, contests, and events aimed at educating and encouraging residential and commercial recycling and waste minimization.
- Assist with the identification, preparation, and implementations of grants to support Organizational recycling and sustainability programs and related efforts.
- Assist with keeping track of recycling markets.
- Responsible for conducting, preparing, and submitting yearly recycling reports. This requires emailing, calling, texting, mailing or meeting in person to obtain the data for the report. Developing relationships and partnerships to achieve a high rate of return.
- Prepare and maintain reports related to recycling and sustainability programs & related efforts.
- Prepare and maintain weekly, monthly, and yearly reports for C&D, MSW, Mulch and Recyclables tonnage.
- Assist with developing and driving social media and news-related content associated with Organization's recycling and sustainability education programs and other related efforts.

- Represent the Solid Waste Department on organizations
- Perform other duties as required.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Requirements:

Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any policies/procedures within the Department employed and all other duties as assigned.

- Must be able to meet department requirements for delivering presentations, knowledge of solid waste issues, and work flexible hours to accommodate program requirements.
- Must take courses for NIMS compliance Levels- 100a, 200a, 300, 400, 700a & 800b
- Ability to read, analyze, and interpret engineering plans and drawings concerning construction and installation of septic systems and well placements
- Ability to analyze and comprehend a wide variety of technical and administrative regulations, records, and reports
- Ability to independently plan and schedule work activities
- Ability to establish and maintain effective working relationships with relevant publics
- Ability to operate environmental health equipment
- Ability to Analyze situations accurately and take effective action

Education and/or Experience:

The educational requirement for this position is: BS in Education including Community Health Education, Marketing and Outreach, Business or other related field experience.

Related experience required: 2 years.

Experience should be in Education, Marketing and Outreach, Business or other Solid Waste related field.

Certificates, Licenses, Registrations:

Current driver's license

Current auto insurance

Knowledge:

- Knowledge of the core functions and essential services of public health
- Knowledge of the principles and practices of public speaking
- Knowledge of community resources and health agencies related to public health

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, media, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Apply principles of good ethical/legal practice as they relate to study design and data collection.

Computer Skills:

Basic PC hardware and software, Windows OS, LAN and IP Functions, email systems and operations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

Form Created: 6/4/13 (kjb)

Description Updated: