

ENVIRONMENTAL COORDINATOR

DEFINITION

This classified management position is responsible for overseeing, coordinating, ~~and administering~~ and directly participating in the activities of the ~~of~~ solid waste management, hazardous waste management, and OSHA/Employee Safety programs, and for ensuring compliance with federal, state, and local governmental regulations pertaining to waste management.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the ~~Sanitation Manager~~ Senior Solid Waste and Recycling Crew Supervisor.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Ensure compliance with all pertinent federal, state and local laws and regulations regarding hazardous/toxic materials, ~~and municipal solid waste~~ and storm water protection. Research, monitor and respond to legislation and regulations affecting the ~~Sanitation-Environmental Programs and Operations~~ Division's hazardous waste, storm water protection, and solid waste management activities. Maintain records and prepares reports required to comply with federal and state laws and regulations.
2. Collect all data and prepares reports required by the Los Angeles County Sanitation District, ~~California Integrated Waste Management Board~~ CalRecycle and the Environmental Protection Agency.
3. Solicit and administer the city's contract with a Hazardous Waste hauler and ensure proper handling and disposal.
4. Implement the Environmental Programs and Operations ~~Sanitation~~ Division's Compliance Planning Guide, including the Hazard Assessment and Injury and Illness Prevention Programs. Provide necessary record keeping and training to staff regarding OSHA compliance and health and safety issues.
5. Develop, coordinate and implement the solid waste management reduction, diversion and recycle programs and projects, including budget preparation, expenditure control, training and public education and relations.
6. Oversee the city's daily load checking program; evaluate potential hazards of toxic materials and ensures the safety of those working in the transfer station.
7. Provide assistance to the ~~Sanitation Manager~~ Senior Solid Waste and Recycling Crew Supervisor through interpreting and applying rules and regulations; keeping apprised of current legal and professional developments in the area of solid waste management.

November 1998

Revised January 2002

Reviewed May 2004

Revised December 2015

8. Conduct studies, research and analysis; prepare written and oral reports recommending courses of action.
9. Research, apply, and manage available grant funds from public and private sources to support Environmental Programs and Operations~~Sanitation~~ Division work programs.
10. Serve as the liaison with contractors who buy recyclable materials from the City insuring compliance with terms and conditions of the permits and contracts. Advise private businesses and community groups regarding reuse, reduction and recycle programs encouraging involvement and support. Audit waste reduction plans and practices by visiting customers and providing input for improvements.
11. Acts as liaison to the City Fire Department regarding hazardous materials spill response and mitigation.
- 11-12. Make effective verbal presentations and written reports and recommendations to the City Council, boards and commissions and staff. Develops and presents ideas and issues in a convincing verbal and written manner.
- 12-13. Represent the City at various community events and speaking engagements. Dealing tactfully and effectively with the public, private industry and outside agencies.

MARGINAL JOB DUTIES

1. Municipal code enforcement operations.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Waste management industry and state-mandated waste reduction/recycle goals, and sources and availability of information.
- Principles and practices of municipal solid waste management.
- Occupational hazards and safety precautions of waste management staff.
- Federal and state laws and regulations governing solid and hazardous waste management, and storm water protection.
- Principles and practices of research, analysis, data compilation and effective report writing and oral presentation.
- Principles of organization, administration, budget, and personnel management.
- Modern office practices, procedures, methods and equipment
- Principles and practices of customer service and office management.

Skill and Ability to:

- Manage, plan, coordinate and monitor the promotion, collection, processing and marketing of the waste management programs.
- Promote community relations, give effective oral presentations, analyze data and develop sound conclusions.
- Use automated office systems including Word, Excel and Outlook programs and use standard City software.
- Establish and maintain an effective working relationship with others.
- Study, develop and present ideas and recommendations effectively in both verbal and written form.
- Properly interpret and make decisions in accordance with federal, state, and local governmental regulations and departmental policies.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: graduation from an accredited college or university with a Bachelor's Degree in business, public administration, physical science or related field, and two years recent experience in waste management programs. Additional experience may be considered in-lieu of education on a year-to-year basis.

LICENSE AND CERTIFICATES

Possession of a 40-hour Health and Safety Training for Hazardous Waste Workers (OSHA) Certificate is desirable. Possession of a valid California Class C driver's license is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires the mobility to stand, stoop, reach, and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires vision (which may be corrected) to read small print.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to work evenings or weekends.
- May be required to work around foul odors and hazardous materials.
- May be required to work around loud noise and moving mechanical parts.