



Education and Outreach Specialist – Solid Waste

Department	Solid Waste	Classification	Grade 7
Reports to	Solid Waste Administrator Solid Waste Supervisor - Indirect	Unit	Non-Contract
FLSA Status	Non-Exempt	Supervises	N/A

Position Description

Further the overall county solid waste management goals through developing and implementing education and outreach programs to promote the hierarchy of waste reduction, reuse, recycling, composting, waste disposal, and hazardous waste management. Assist with coordination and operation of the county reuse and composting programs.

Essential Duties and Responsibilities

- Develop, implement, and coordinate public education and training programs for solid waste management, composting, reuse, and recycling.
- Research, write, edit, and distribute news releases, articles, handouts, and newsletters to promote solid waste and reuse and recycling goals.
- Develop and maintain department website and social media content and activities.
- Research, prepare, and present public presentations.
- Assist with coordination and operation of reuse program including: intake of materials, sorting and tracking materials for reuse, and pickup/distribution of reuse materials.
- Assist with coordination and operation of composting program.
- Respond to business, organization, and citizen inquiries regarding County's solid waste management plan and programs.
- Create displays and programs for fairs and other special events throughout County.
- Work directly with the public by directing traffic to appropriate sites for disposal of waste; assist with unloading waste, recycling, and reuse.
- Identify Household Hazardous Waste per regulatory compliance.
- Sort, store or package, document quantities and type of HHW, and prepare for shipment and/or reuse.
- Operate the weigh scale, including processing tickets and payments.
- Assist in cleaning, maintenance and upkeep of solid waste facilities.
- Regular attendance on the job
- Perform other duties as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- High school graduate or equivalent.
- One-year post-secondary education in Education, Marketing/Communications,

Environmental Studies, or related field or one-year relevant work experience, or equivalent combination.

- Complete OSHA Hazardous Material (HAZMAT) training within one-year of hire.
- Valid Driver's License.

Knowledge, Skills and Abilities

- Knowledge: Microsoft Office suite (Word, Excel, Outlook, Teams, OneDrive, Sharepoint), graphic design software, internet (website design/social media content), office equipment, and automated scale systems relevant to the work performed. Recycling, construction and demolition waste, mixed solid waste functions. Hazardous waste identification and handling. Federal, state and local laws; rules and regulations; policies and procedures relevant to the work performed. County and departmental policies, procedures and practices.
- Skills: Communicate verbally and in writing with internal and external contacts. Demonstrate effective human relations skills. Meeting coordination and public speaking. Organize and prioritize work in timely manner with attention to detail.
- Abilities: Ability and willingness to work a flexible schedule. Communicate verbally and in writing with internal and external contacts. Demonstrate effective human relations skills.

Preferred Qualifications

- Education above minimum requirements.
- Work experience providing customer service.
- Work experience preparing and presenting public presentations.
- Recycling and/or solid waste work experience.
- OSHA HAZMAT Training.

Physical Requirements (No Screen)

Light Work: Exerting up to 20 pounds of force occasionally and/or 10 pounds of force Frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Physical demand requirements are in excess of those for sedentary work.

Work may be performed in heavy traffic areas and in extreme weather conditions.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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