



- \*3. Plans and organizes resources to carry out the Solid Waste Program’s mission. Forecasts resources and demand for services. Sets standards, measures results and takes corrective action when standards are not met by contractors. Directs and carries out operational and financial analyses of programs and system alternatives and recommends administrative action.
- \*4. Prepares long-range plans and budgets including the Comprehensive Solid and Hazardous Waste Management Plan. Collects data related to Garbage and Recycling activities occurring within San Juan County. Reports required data to the State.
- \*5. Administers contracts for solid waste services and site leases. Monitors the activities of entities providing solid waste services at facilities that are owned by the County to ensure compliance with lease and regulatory requirements. Regularly evaluates the condition and use of solid waste facilities located on County property. Works with the “on islands” management to establish monitoring and reporting schedules and oversight of any site issues.
- \*6. Applies for and administers grant funding related to County solid waste programs and services contracts. Completes and submits regular reports regarding grant activities and expenses.
- \*7. Conducts HHW, litter, noxious weed, composting and other special waste collection and/or training events either directly or through private service providers. As needed, develops and manages contracts with service providers for these special collections. Develops minor programs for the management of special wastes (ex. E-products, Hg) when identified by the County or State. Trains volunteers and department staff to assist in implementation of solid waste collection events.
- \*8. Prepares outreach and educational information for distribution to the public. Provides public information related to all solid waste services available in San Juan County and neighboring areas that may be reasonably accessible to County residents.
- 9. Provides staff support for the County Solid Waste Advisory Committee. Performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.
- \*10. Prepares reports and briefs County Manager and County Council on issues related to solid waste programs.
- 11. Performs other work as assigned.

*The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.*

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires some standing, walking, sitting, climbing, bending and twisting. Must be able to lift, lower, push, and pull up to 30 lbs. Must be able to carry objects with both hands and arms. Must be able to present information and directions clearly and effectively in both written and verbal forms, often in public forums. Must be able to understand and follow verbal and written instructions.

**SKILLS AND ABILITIES:**

1. Ability to interpret contractual plans and specifications and to evaluate whether terms are being met .
2. Ability to effectively communicate verbally and in writing, including the ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman’s terms.
3. Proven ability to prepare, maintain and administer grants and current expense budget.
4. Ability to establish and maintain effective working relationships with county personnel and the general public. Skill in resolving complaints and concerns from the general public.
5. Ability to think analytically and consistently apply sound judgment in solving problems and making decisions.
6. Ability to understand and interpret environmental regulations.
7. Ability to use existing computer software and technology and to adapt to technological changes in the workplace.
8. Ability to properly and efficiently document and organize work, maintaining paper and electronic files according to department standards.
9. Ability to act always with honesty, confidentiality, ethics and integrity in the performance of this work.

**KNOWLEDGE**

1. Knowledge of County and State regulations, groundwater quality rules and regulations, codes and ordinances related to solid waste, hazardous waste, and employee safety.
2. Knowledge of solid waste management processes and issues.
3. Knowledge of department policies and procedures.
4. Background in applied chemistry, physics and biology.
5. Knowledge of hazardous chemicals and materials, first aid, and CPR.

**EQUIPMENT REQUIREMENTS:**

<b>Equipment/Tool</b>	<b>No. of Hours</b>	<b>Frequency of use</b>		
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Maps, aerial photos, measuring tools	1		x	
Camera, video camera	1			x
Vehicle	1	x		
Telephone	1	x		
Copy machine	.5	x		
Fax	.5	x		
Computer	3	x		

**WORKING CONDITIONS:** Performs strenuous work out of doors for limited periods of time in all weather conditions. Must occasionally wear boots and gloves, face shield, hearing protection, and chemical protective clothing. Preventive Hepatitis A & B inoculations recommended at employer’s expense. Work involves travel by ferry and small boats to other islands.