

**CITY OF LATHROP**  
**SOLID WASTE AND RESOURCE CONSERVATION COORDINATOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, learns to perform routine and complex tasks for the development of the solid waste and conservation divisions; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Solid Waste and Conservation Coordinator** is a single incumbent class, and is responsible for establishing and implementing a systematic process for collection and dissemination of pertinent information necessary to assist the Public Works Department's Solid Waste and Resource Conservation Divisions.

Under general supervision, incumbent is expected to perform a full range of solid waste and resource conservation duties; plans and organizes public outreach events, monitors division budget, City liaison for special interest groups, contract administration for division, reviews and updates licenses, reviews and interpret legislative information (e.g. AB 939), and may perform additional and more routine administrative support tasks and customer service duties while developing and implementing Solid Waste and Resource Conservation policies and procedures. As experience is gained, there is greater independence of action within established guidelines and incumbent is assigned the more complex tasks.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a department head and/or management staff. May provide technical and functional supervision to seasonal and temporary employees.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Learns to perform and performs routine and complex tasks and duties assigned to the Solid Waste and Conservation Coordinator series:

- Monitors the quality of work performed by the City's solid waste and recycling contractors; investigates and responds to solid waste and recycling complaints, and monitors for compliance with contract requirements and City standards.
- Responds to and investigates solid waste and recycling complaints regarding un-permitted haulers as directed by the Management Staff.
- Assists Code Enforcement to investigate illegal dumping on City streets; assists Code Enforcement with issuing written warning notices to residents, commercial and industrial business owners and managers, and construction and demolition contractors in violation of solid waste and recycling ordinances.
- Interprets and Responds to inquiries regarding related City ordinances.

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- Educates public in resource conservation, green waste, recycling, composting, and household waste for cross contamination.
- Coordinates solid waste cleanup, resource conservation, and recycling efforts with other City departments.
- Reviews and updates permit licenses; yearly industrial pickup permit license.
- Responds to public inquiries and provides information regarding the City's resource conservation, solid waste and recycling services.
- Lead and conduct a variety of activities and programs at recreation facilities, schools, City events, and staff training.
- Input data and maintain databases for programs and activities managed; generate and prepare reports.
- Maintain division budget and inventories of program supplies and materials.
- Learn and observe appropriate safety precautions, rules, regulations and practices to maintain a safe environment in the assigned area/program.
- Work a flexible work schedule that may include evenings, holidays and weekends for City events and public outreach programs.
- Assist Engineering group with the promotion and coordination of various programs to encourage conservation of water resources from residential, commercial, and industrial users; implement conservation programs and conduct follow-up research and analysis; use various computer applications to design and evaluate conservation programs.
- Coordinate activities related to programs managed such as marketing and public relations programs, including news releases and publicity; develop flyers, pamphlets and brochures for public distribution.
- Maintain awareness of local and state-wide supply issues; review proposed and newly implemented legislative changes; monitor activities of governmental regulatory agencies; and prepare appropriate analysis for the Management Staff, outside agencies, the City Council, and the public.
- Maintain records in accordance with applicable laws; may assist in the representation of the City in various local, County, State and Federal boards or special committees; establish and maintain a cooperative network for resources sharing among other water agencies, including the participation in combined activities.
- Apply for grants and loans for the funding of qualifying various conservation programs.
- In the event of a drought period, this position will be assigned to support the Engineering group with the development and coordination of activities required to manage short-term water supply deficiencies.
- Perform other office and administrative support duties, including maintenance of a calendar and scheduling appointments, preparation of reports, and assisting in the issuance and collection of permits and fees.

- Provides office, clerical and administrative support to management staff and other staff in one or more departments as needed.
- Plans, organizes and carries out administrative assignments; researches, compiles and organizes a variety of information from various sources on specialized topics related to programs in assigned areas; assists in a variety of department operations; applies special knowledge in reviewing and determining completeness of applications, permits, records and files.
- Types drafts and a wide variety of finished documents from verbal and brief written instructions, and transcribing machine recordings; compiles and maintains records and prepares reports; assists in the preparation of agenda materials, draft reports, resolutions and ordinances; inputs and retrieves information from various computer data management systems such as financial and/or budget systems; maintains a variety of files and records.
- Answers phone and greet customers at the front counter; responds to questions and concerns from the general public; provides information as is appropriate and responds to complaints.
- Receives and processes fees, enrollment charges, fines or other money; prepares receipts and balances money received; performs accounts payable and receivable for assigned department; initiates, tracks and closes out work orders; orders office supplies; inventories supplies when they arrive; assists with the development, administration and monitoring of a department's budget.
- Maintains calendars of department activities, meetings and various events; schedules meetings; coordinates travel arrangements for department staff as necessary; serves as an assistant to various committees, commission, and task forces; attends meetings as required.
- Processes and tracks a variety of permits and applications such as building and transportation permits; initiates and maintains a variety of files and records; ensures proper filing of documents in departmental or central files.
- Collects and distributes mail.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Two years of combined education and work experience that has provided the knowledge, skills and abilities necessary for a **Solid Waste and Conservation Coordinator**. This classification would require the experience equivalent to an Administrative Assistant II; and significant directly related and progressive clerical experience related to municipal government or a related field, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state (e.g. AB 939) and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide general clerical support to one or more departments; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; learn the policies, procedures, and guidelines of the Department to which assigned in a timely manner; maintain a high level of confidentiality; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.