



**City of Rapid City
Solid Waste/Recycling Education Coordinator
Position Description**

Job Title: Solid Waste/Recycling Education Coordinator

Department: Public Works

Division: Solid Waste

Reports To: Solid Waste Superintendent

FLSA Status: Exempt

Classification: Non-Union

Grade: 16

Prepared By: Tammie Krumm

Prepared Date: 11/07/11

Approved By: Terry Wolterstorff

Approved Date:

SUMMARY

Assists with the development of promotional programs and materials to increase public awareness and participation in diversion programs involving schools, public spaces recycling, large venue recycling, City clean up events, internal City department recycling, and the procurement of environmentally-preferable products.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Provides implementation and coordination of outreach and technical assistance programs in connection with various residential and business solid waste division efforts, targeting reuse, mixed waste reduction, recyclables, yardwaste, and organics.
2. Provides education to the residents, businesses, and industries in the Landfill service area regarding all aspects of resource recovery, including waste reduction, reuse and recycling techniques, composting, household hazardous waste management and solid waste disposal.
3. Works with public and private schools, youth groups, civic organizations, private haulers, and governmental units in the landfill service area to conduct educational programs and informational meetings on solid waste management and resource recovery issues.
4. Assists in the planning and participation in various City and service area recycling, solid waste, and clean up events, activities and initiatives.
5. Prepares training materials, including lesson plans with identified learning objectives, and any other materials needed for presentations to classes and other groups; develops and ensures availability of needed handout material for presentations.
6. Collaborates with superintendent, supervisors, and administrative staff to plan and develop solid waste division information and programs.
7. Prepares regular monthly and special written and narrative reports, highlighting the number and type of presentations presented persons trained and statistical trends in waste reduction and recycling efforts.
8. Maintains a library of educational materials, such as audiovisual slides, tapes, and other teaching aids, including books, periodicals and newsletters, for use by the public and Department personnel, including a directory of all residential and business recycling opportunities.
9. Assists in the obtaining grant monies, in-kind support, and other resources to fund solid waste management/resource recovery education.
10. Provides information and assists in the preparation of public service announcements (PSAs) and news releases for use in educating the public regarding recycling and related topics.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

Education and/or Experience: Bachelor's degree from four-year college or university in science, education or related field and one year related experience in education, business education or related field; or an Associate's degree in science, education or related field and three years related experience in education, business education or related field.

Communication 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 orally and in writing and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



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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.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office products. Ability to operate multi-media audio/visual equipment for effective presentations.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and 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 an 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 frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES

Ability to make effective persuasive speeches and presentations to groups ranging from pre-school to top management. Knowledge of basic scientific principles relating to chemistry and biology helpful, but not required. Works hours will vary depending on demand for services to schools, civic organizations, businesses, and other governmental agencies, which may include evenings and weekends.