

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Collection Center Coordinator</u>
Sch.& Grade	<u>PAT-7</u>
Class Code	<u>CO05</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Code Enforcement &amp; Inspection</u>

**PRIMARY PURPOSE:**

Oversees and coordinates the operation of safe residential collection centers in the areas of recyclables, household hazardous waste, and yard waste which includes composting and brush chipping operations.

**SUPERVISION:**

Under general supervision of the Superintendent of Solid Waste; supervises collection center staff members.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Implements, maintains, enforces and assists in the development of safe procedures to receive, handle, process, consolidate, store, document, sort, transport, compost or recycle materials and/or products collected at city collection centers.
2. Establishes written administrative procedures and oversees programs for the proper handling of hazardous materials, materials containment, spill prevention, drum management, hazard communication, etc.
3. Manages the operations and personnel assigned to collection centers.
4. Identifies and determines proper classification of substances received at the Household Chemical Collection Center through routine tests and provides direction regarding proper handling and disposal.
5. Maintains knowledge of applicable local, state, and federal laws and regulations as they relate to solid waste and hazardous materials.
6. Provides documentation and information regarding collection center policies to the Materials Recovery Education Coordinator in order to inform various organizations and interest groups.
7. Assists the city engineering staff and private consultants to prepare and submit environmental permit applications, renewals, and grant applications.
8. Travels to collection center sites to conduct periodic audits of operations and facilities to ensure compliance with permit requirements and evaluate operational procedures.
9. Assists in developing and monitoring budget information and recommends required supplies, equipment, and materials, etc. as needed.
10. Maintains records and tracks household chemicals received at the collection center.
11. Utilizes computer software applications.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, seminars, and specialized technical training for professional development purposes as required.
2. Instructs workers in the operations of equipment such as brush chippers and ensures proper protective wear is utilized when applicable.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Project management techniques. A knowledge of the principles and procedures regarding recycling, composting, and hazardous materials handling and disposal is desirable.

**Abilities**

Effectively manage solid waste collection centers; accurately administer routine tests to determine proper substance classification; maintain accurate records; prepare and present reports; learn local, state, and federal laws regarding solid and hazardous waste issues and ensure programs are in compliance; learn proper operation of equipment utilized at the centers and instruct personnel in its use; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city's *stated mission and philosophy*; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor's Degree in a Physical Sciences discipline, Business or Public Administration plus one year of experience in project coordination with supervisory responsibilities. Relevant experience may be substituted for the education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending, sorting, twisting, squatting, kneeling, climbing and reaching to both ground level and overhead; lifts, carries, pushes and pulls, up to 75 pounds; must be able to hold and grip objects; distinguishes colors in order to determine accurate results of routine chemical tests; *ability* to operate a computer keyboard.

**Working Environment**

Both indoor and outdoor working environment which may involve exposure to extreme weather conditions and temperature swings; possible exposure to a variety of chemical, mechanical, electrical, toxic waste and other safety hazards associated with solid waste issues; subject to strong fumes, odors, dust, and pollen; may be required to wear a respirator or moon suit.

**Licensing/Certification**

Must obtain and maintain certification in hazardous waste handling within probationary period; must possess a valid Missouri Motor Vehicle Operator's License. Obtaining and maintaining certification as a Landfill Technician within probationary period is desirable.

**Miscellaneous Requirements**

May be subject to working weekends or a variety of shifts; subject to emergency call-in.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 4380
<b>Comments:</b>	Updated Abilities	<b>Date:</b> September 20, 1993

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_