



TITLE: Environmental Collections Coordinator
DEPARTMENT: Public Works
REPORTS TO: Environmental Services Manager

LAST UPDATED: July 30, 2015
JOB CLASS:
FLSA DESIGNATION: Non-exempt

Summary: Under the general direction of the Environmental Services Division Manager, develops procedures for the safe disposal/recycling of household chemical and electronic waste. Co-ordinates and maintains the Product Exchange Program, educates the public in the collection and disposal/recycling of household chemical and electronic waste materials and develops product stewardship and revenue sharing opportunities.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Coordinates the collection, storage and re-use, recycling and disposal of City of Frisco residential household chemical and electronic waste to meet Texas Commission of Environmental Quality (TCEQ) and Federal regulations
- Supervises the operations of the Environmental Services Division's Environmental Collection Center;
- Responds to citizen inquiries relating to recycling and disposal of household chemical and electronic waste.
- Maintains filing and record keeping systems for the Household Chemical and Electronic Waste Program to comply with (TCEQ) and Federal requirements.
- Assists with special events and projects such as Chunk your Junk, Merry Main Street, 4th of July, and education programs at FISD schools.
- Researches, develops, implements educational outreach and product stewardship opportunities regarding the City of Frisco's household chemical recycling and disposal and product exchange programs
- Assists in budget development and bid/grant preparations; researches and develops ways to offset charges for household chemical/E-waste Collection Program
- Researches, develops and maintains updated information regarding available markets for household chemical and electronic waste recycling and disposal.
- Maintains knowledge of current household chemical collection, disposal and recycling trends through site visits, trade shows, Internet information, publications and networking with other professionals in related field.
- Assists with department office administration and litter prevention programs.
- Provides information on ordinance requirements and other environmental issues.
- Sorts, segregates and packs chemicals and other recyclable or disposable materials for shipping, in accordance with DOT regulations
- Inventories and orders supplies used for Household Hazardous Waste (HHW) operations.
- Creates and retains strong connections with HHW disposal entities, schedules collections, and ensures proper documentation and disposal
- Assists Manager in reporting and documenting all services provided by Environmental Services as well as budgeting and purchasing for division's needs

Other Important Duties:

- Prepares and updates news articles, advertising, brochures and publications for local and regional media distribution.
- Travels to meetings, conferences and training
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Federal, State, and local rules and regulations for recycling and solid waste disposal.
- Knowledge of basic chemistry.
- Knowledge of grant program and funding guidelines.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of customer service methods and practices.
- Knowledge of City policies and procedures.
- Ability to work cooperatively within a team environment to accomplish program objectives
- Skill in effective oral and written communications.
- Skill in networking with community organizations and grant and funding entities.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** one (1) year of office administration experience; **or** equivalent combination of education and experience.
- Preference given to individuals with previous Household Hazardous Waste experience.
- Must possess a 40 HR Hazwoper Certification within first three months of employment.
- Must pass a pre-employment drug screen, criminal background, physical agility and MVR check.
- Must possess State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and outdoor environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting such as collecting, loading and unloading of recycling materials or when training staff or using equipment and machinery.
- May be subject to extended periods of sitting or standing during collection times and events and while presenting educational and informational discussions to children or adults.
- May be subject to exposure to extreme weather conditions, hazardous household waste and chemicals, fumes, biohazards, infectious diseases, air and water borne pathogens common to the collection, disposal and recycling of solid waste.
- Must be able to lift up to 50 pounds.
- Must be able to lift and move barrels, boxes, etc.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, forklift, pallet jack, drum dolly, baler, fax machine, other standard office equipment, camera, video equipment, garden tools, aerosol can expellant extractor, compost and recycling bins and department vehicles.

Approved By:

Signed by Jeremy Starritt, Environmental Services Manager
Jeremy Starritt, Environmental Services Manager

07/30/2015

Date



Shannon Allyn, HR Generalist

07/30/2015

Date