



SOLID WASTE RECYCLING ANALYST

Department: Planning and Public Works
Job Class: 933300
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all of the duties performed within the job.

GENERAL FUNCTION: This work involves planning, development and oversight of municipal programs for solid and hazardous waste reduction, recycling, composting, litter prevention, illegal dumping abatement, and related programs within Pierce County. An employee in this class is responsible for the coordination and promotion of County programs with cities, neighboring counties, state agencies, private haulers, recyclers, manufacturers, waste generators and the general public.

ESSENTIAL FUNCTIONS:

- Designs, implements and modifies waste reduction, recycling, composting, litter prevention, and illegal dumping abatement programs to achieve County goals.
- Provides technical input on solid waste management options related to their impact on waste reduction, recycling, composting, litter prevention, and illegal dumping abatement programs.
- Coordinates with Solid Waste Advisory Committee, private service providers, interest groups, and the general public to integrate specific programs into an overall solid waste management plan.
- Establishes “in-house” waste reduction and recycling programs within County facilities. Promotes similar programs for other public and private facilities.
- Develops and manages a model for ongoing data base accumulation for the purpose of determining waste composition, waste and recycling volumes and tracking progress toward County goals.
- Coordinates programs to manage waste reduction, recycling, and waste exchange programs for household, commercial, industrial, and hazardous waste. Coordinates with health department, fire department, cities, and other appropriate local, state, and federal agencies and private businesses.
- Establishes and coordinates a program for removal and recycling of abandoned vehicles and other waste items from illegal dumpsites within the County. Coordinates with appropriate agencies and private businesses.
- Makes presentations of related subject matter to elected officials, public and private groups and individuals to inform and solicit support and participation in programs as well as general community education.
- Develops and implements marketing plan and promotional campaign, including audio/video aids, written materials, press releases, advertisements, etc., to enhance County image and maximize program effectiveness and increase consumer participation.
- Develops and implements a comprehensive procurement policy to maximize use of recycled and recyclable materials for County facilities.

OTHER JOB FUNCTIONS:

- Performs other related job functions as assigned.

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KNOWLEDGE, SKILL AND ABILITIES

- Knowledge and experience in both public and private business practices and administrative procedures.
- Knowledge and experience in waste reduction, composting, recycling programs, litter prevention, and illegal dumping abatement programs, procedures and systems.
- Knowledge of current trends, literature, and developments in solid waste and recycling industry.
- Knowledge and experience in hazardous waste issues and programs.
- Knowledge and experience in inter-departmental and inter-governmental communications, cooperation and contracting.
- Skill in collecting data and making presentations to groups, communities, and officials.
- Skill in dealing effectively and amicably with individuals and groups.
- Skill in marketing and promotions.
- Ability to research, compare and evaluate proposals and options for programs and prepare concise reports describing their potential impacts.
- Ability to work cooperatively with private industry to implement public policies and mandates through enhancement and involvement of the private sector.
- Ability to establish and maintain effective working relationships with other County employees.
- Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

Graduation from a four-year college or university with major course work in business, public administration, marketing or other related discipline and two or more years experience in integrated environmental management programs (solid waste, recycling, water, storm water, sewer, growth management, natural resources) in either private or public sector. Additional experience or education may substitute equally for position requirements. Must have a valid Washington State Driver's license. This position may require office and/or field work and routine lifting 30 lbs. An employee in this classification may be required to work evening and weekends.