

**Kankakee County Planning Department
Job Description**

Job Title: Solid Waste Management Specialist
Department: Planning
Reports To: Director of Planning & GIS
Status: Full Time
Salary: \$50,000 - \$60,000, Commensurate with Experience
Prepared Date: 08-24-2022

SUMMARY

Under general supervision of the Director of Planning & GIS, performs a variety of duties relating to:

- 1) enforcement of state, and local solid waste regulations, and
- 2) implementation of recycling, education, and waste reduction efforts on a county-wide basis.
- 3) works with the Kankakee County Health Department, the Illinois Environmental Protection Agency (IEPA), and other entities to enforce codes, regulate solid waste activities, and resolve issues related to solid waste management.

Follows general guidance set forth in Chapter 46-Solid Waste of the Kankakee County Code and as stated in the Kankakee County Solid Waste Management Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A) ENFORCEMENT

1. Understands and enforces state and county laws, regulations and procedures relating to solid waste management.
2. Conducts routine inspections of IEPA-permitted landfills and other non-permitted solid waste management sites or open dumps according to procedures outlined in Chapter 46 of the County Code.
3. Assists in the review of plans, applications and permits of facilities to ensure conformance with established and required standards.
4. Conducts investigations and site visits of nuisance and solid waste-related complaints in a timely manner, and issues notices or citations for violations, when appropriate. Investigations and inspections may require the identification of chemicals and/or color variances in soil water and air using sight and smell.
5. Assists in the compilation of evidence and the prosecution of non-compliant cases, when warranted.
6. Prepares, in a timely manner, required reports, documentation, and correspondence for inspections and investigations according to approved procedures.
7. Assists in the collection, documentation, and interpretation of data and information regarding waste management and enforcement, and maintains computerized data base for complaints received, activity reports, and other related information.

8. Works with representatives of IEPA, the State's Attorney's Office, and other departments as needed to fulfill requirements of the County Code and enforcement of related County Ordinances.
9. Performs public education and information tasks related to enforcement, waste management and disposal activities.

B) WASTE REDUCTION, RECYCLING, & EDUCATION

1. Performs various activities and tasks for the development and implementation of the Kankakee County Solid Waste Management Plan and amendments/updates.
2. Assists with the maintenance and promotion of the Solid Waste Information Library, Facebook page, website, and other educational materials.
3. Performs informational and educational activities and programs relating to waste reduction, recycling, and other solid waste and environmental issues.
4. Assists with the maintenance of a record keeping system for recycling and waste reduction statistics in the County. Conducts surveys, and collects and interprets data collected for planning purposes.
5. Assists in the fulfillment of various goals, contracts, and agreements pertaining to waste management in the County.
6. Assists in the review of Waste Reduction/Recycling and Clean-up Day grant applications. Plans and conducts waste audits of public and private establishments and recommends options for recycling, and waste reduction.
7. Assists with planning and implementing regular and special recycling and waste reduction programs for items such
8. Provides information and assistance to the public regarding disposal or recycling options for special materials such as household hazardous wastes, large appliances, farm wastes, paint, prescription medications, tires, etc.
9. Performs other duties as assigned, which are reasonably within the scope of the duties enumerated above.

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.

1. General knowledge of federal, state, and local laws, regulations and ordinances relating to solid waste management, and other environmental issues.
2. Ability and willingness to work cooperatively with government officials, the regulated community, coworkers, and the general public.
3. Ability to express oneself clearly and concisely, both orally and in writing.
4. Strong organizational skills to effectively manage multiple projects and cases in a timely manner.
5. Ability in public speaking/training to children and adults.
6. Skills in the operation of a personal computer, digital camera, and a variety of computer programs.
7. Ability to work independently both in the office and out in the field.

8. Must successfully complete standard background investigation.

EDUCATION and/or EXPERIENCE

Requires a bachelor's degree from an accredited college or university with a minimum of 30 semester hours or 45 quarter hours in the physical, biological, or environmental sciences, and two years related work experience.

AND, in addition to the item above, requires the ability to acquire IEPA certification for inspecting non-hazardous solid waste management facilities within 12 months (on the job).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY

Ability to apply common sense understanding to carry out written or oral instructions.

COMPUTER SKILLS

Experience with Microsoft Windows and Microsoft Office programs; Word, Excel, PowerPoint, and Outlook.

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 sit and talk or hear. The employee is occasionally required to stand; walk; climb stairs; traverse rough terrain; maneuver in small spaces; use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds.

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.

The noise level in the work environment is usually moderate but could increase at various inspection sites.

DISCLAIMER: Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. This job description is periodically updated to reflect service needs.

Manager _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____