



Title: Waste Reduction Program Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to develop, implement, and maintain the City of Peoria’s comprehensive Zero Waste Management Plan for residential, commercial, industrial and public sector solid waste. This is accomplished by fostering community-wide initiatives that can advance the principles, financial and environmental benefits from implementing sustainable best practices. Other duties include legal and regulatory compliance and reporting for storm water and air quality programs and promoting the City of Peoria as a leader and model for other communities in the application of sustainable practices through community education and program development and the completion of special projects as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Develops, implements and monitors waste policies to ensure delivery of the sustainable management of waste.
2	S	Serves as the primary liaison for the City of Peoria’s Zero Waste Plan before various formal, informal and advisory groups including officials of communities. Represents the City of Peoria’s interests and positions before national and local government officials, boards, task forces, commissions and community organizations.
3	S	Develops a platform for communicating the City’s sustainability efforts to the larger community and publishes annual reports on the status of plans and related projects. Coordinates promotional and outreach efforts for Zero Waste activities.
4	S	Develops performance measures for the City of Peoria’s Zero Waste Plan. Establishes and monitors performance of internal and external customers against local and national performance indicators to ensure that the waste policies are met and to monitor public participation in programs. Reports audit results to relevant areas/departments and organizations.
5	S	Develops and implements waste reduction and recycling collection programs for commercial and multi-family properties, construction and demolition projects. Conducts on-site waste review and analysis of businesses’ waste management existing practices and needs.



6	S	Identifies and recommend methods to facilitate sustainability planning in the commercial sector of the City. Researches local, regional, state and national issues regarding the needs of commercial recycling in the City.
7	S	Assists with development of outreach, education, marketing and communication strategies for implementing standards to increase recycling goals in the City. Collaborates with regional jurisdictions to develop methods of improving effectiveness.
8	S	Assists with the preparation and administration of the Zero Waste Management budget by forecasting revenues and expenditures, presenting proposals for approval, authorizing payments, and monitoring expenditures for recommended adjustments. Conducts research to identify sources for grants and develops grant proposals.
9	S	Administers the storm water and air quality legal and regulatory program requirements. Provides interpretation of regulatory requirements and advises management. Develops regulatory compliance strategies and procedures for operating departments and divisions of the City. Acts as a liaison with regulatory agencies during audits, inspections, enforcement actions and operations. Reviews proposed legislation and regulations and develops comments for regulatory agencies. Coordinates and reviews for approval and submission of reports to administrative agencies such as Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA), and the Maricopa County Environmental Services Department (MCESD).

JOB REQUIREMENTS:

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-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over five years up to and including seven years.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major



	programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with a system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	None



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	O	To other departments/offices
Lifting	R	Supplies, equipment, files
Carrying	R	Supplies, equipment, files
Pushing/Pulling	O	File drawers
Reaching	R	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	C	Reading, computer screen
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

City of Peoria, AZ

