

CLASSIFICATION SPECIFICATION
LORAIN COUNTY SOLID WASTE DISTRICT
 An Equal Opportunity Employer

TITLE: Collection Center Coordinator
CLASS NO.: 42472

JOB RESPONSIBILITIES: Under direction, serves as on-site coordinator at the Lorain County Collection Center (e.g., assigns work to collection center staff; observes and inspects work activities, trains new employees, orders materials and equipment).
Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):

Bachelor's degree in business administration, management, environmental sciences or related discipline preferred, plus two (2) years supervisory experience; completion of secondary education, supplemented by associate's degree or bachelor's degree courses focusing on business administration, management, environmental sciences, or other related discipline plus five (5) years experience.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Fork-Lift Certification; Hazardous Waste Operator (HAZWOPER) certification.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
30-35%	1. Plans and coordinates the daily operations of the recycling center; assigns tasks and communicates instructions to employees and program participants; orients and trains new employees in operations of recycling center; interprets and enforces County policies and safety regulations; responds to employee questions and concerns; observes and inspects work activities of employees and participants; conducts staff meetings and safety meetings; responsible for workplace safety; documents, reports and follows-up on workplace injuries/accidents; communicates with Executive Director	1. Knowledge of (a) district policies and procedures,* (b) program goals and objectives,* (c) safety practices and procedures, (d) employee training and development, (e) basic supervisory principles and practices, (f) solid waste management, (g) hazardous waste handling and disposal; skill in (h) computer operation, (i) use of modern office equipment, (j) motor vehicle operation, including fork-lift operation, (k) use of recycling equipment, (l) use of bench or hand tools; ability to (m) define problems, collect data, establish facts, and draw valid conclusions; (n) exercise

**CLASSIFICATION SPECIFICATION
LORAIN COUNTY SOLID WASTE DISTRICT**

An Equal Opportunity Employer

TITLE: Collection Center Coordinator
CLASS NO.: 42472

Page 2 of 3

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>1. (continued) and other office staff in person and via telephone; resolves low-level complaints; acts as supervisor of collection center in absence of Executive Director; reports disciplinary issues to Executive Director.</p>	<p>1. (continued) independent judgment and discretion, (o) calculate fractions, decimals, and percentages, (p) prepare accurate documentation, (q) compile and prepare reports, (r) communicate effectively, (s) handle sensitive inquiries from and contacts with officials and the general public, (t) develop and maintain effective working relationships, (u) travel to and gain access to work sites, (v) train and instruct others, (w) recognize safety warnings and issues, (x) perform heavy manual labor for extended periods of time.</p>
25-30%	<p>2. Coordinates the collection and sorting of recyclable materials; operates collection center equipment (motor vehicles, fork-lift, etc.) to coordinate collection of recyclables; performs unloading and loading activities; coordinates transportation to materials off-site facilities; ensures proper disassembly, storage and handling of recyclable and hazardous materials.</p>	<p>2. Knowledge of (a),* (b),* (c), (f), (g); skill in (j), (k), (l); ability to (r), (t), (w), (x).</p>
10-15%	<p>3. Oversees the general operation of Collection Center (e.g. monitors condition of building and grounds; oversees routine maintenance; reports deficiencies and suggests improvements; researches equipment requirements and oversees maintenance of equipment; prepares RFP and RFQ for all contract services required; perform competitive</p>	<p>3. Knowledge of (a),* (b), (c),* (f), (g); ability to (m), (n), (o), (p), (q), (r), (s), (t).</p>

TITLE: Collection Center Coordinator
CLASS NO.:42472

Developed by Clemans, Nelson & Associates, Inc.

{7/22/2013 CLLORSO 00118660.DOC }

Approval Date _____

**CLASSIFICATION SPECIFICATION
LORAIN COUNTY SOLID WASTE DISTRICT**

An Equal Opportunity Employer

TITLE: Collection Center Coordinator
CLASS NO.: 42472

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
10-20%	<p>3. (continued) analysis of vendor quotes; develops and/or assists with development of projects for improvement and expansion of operations; assists with creation and implementation of procedures, policies and rules for facility; maintains all necessary statistical information; prepares reports as required by Director; maintains relationships with vendors/contractors).</p> <p>4. Performs other duties as assigned.</p>	