

94-101

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_X\_)

Adopt this resolution renaming the attached class specification for the position of Waste Management Specialist to the class title of Solid Waste Coordinator and making minor revision to that specification to reflect the current organizational structure within the Public Works Department.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The Public Works Director requested review of the title for the attached class specification in order to better define the work performed by the position as well as to avoid confusion with the State of California Integrated Waste Management Board staff with the same class title but performing enforcement and permitting functions. Upon review, it was found that the requested class title more accurately relates to the work being performed as defined by the typical duties in the class specification and further, it will eliminate confusion with the water and wastewater functions assigned to the Facility Maintenance Manager. Other than renaming the attached class specification, the only other minor revision reflects a change in designation of the supervisor from the eliminated position of Assistant Director of Public Works to the new position of Facility Maintenance Manager to accurately reflect the organizational structure of the department created when the Board of Supervisors approved the position of Facility Maintenance Manager during budget hearings held on September 14, 1993.

Neither the salary range nor the bargaining unit designation is affected by this proposed action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested class title change or revision to this class specification.

Make any change to the class specification as deemed necessary.

<b>COSTS:</b>	(X) Not Applicable	
A. Budgeted current FY	\$	_____
B. Total anticipated costs	\$	_____
C. Required additional funding	\$	_____
D. Internal transfers	\$	_____
<b>SOURCE:</b>	( ) 4/5ths Vote Required	
A. Unanticipated revenues	\$	_____
B. Reserve for contingencies	\$	_____
C. Source description:		_____
Balance in Reserve for Contingencies, if approved: \$		_____

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 94-101 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Approved: \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Minute Order Attached ( ) Denied

( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

MARIPOSA COUNTY

**JOB TITLE:** Solid Waste Coordinator

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under direction, will complete the preparation of and will coordinate the implementation of the Mariposa County Solid Waste Management Plan, including a County-wide solid-waste information program dealing with litter control, recycling, waste reduction, and resource recovery; assist with regulatory compliance issues related to permits issued for the landfill and transfer stations; and perform related duties as required.

**SUPERVISOR:** Facility Maintenance Manager

**TYPICAL DUTIES**

- Coordinates, prepares and conducts the activities of the County's Solid Waste Information Program to fulfill the goals of the Mariposa County Solid Waste Management Plan.
- Prepares and presents material designed to educate residents, schools, government, consumers and industry about litter control, energy recovery and resource recovery.
- Coordinates the involvement of local service groups in matters of litter cleanup and abatement.
- Coordinates departmental activities to carry out agreement with directives from the California Waste Management Board for litter control and enforcement.
- Monitors professional service agreements for composting and recycling operations. May also be responsible for contract administration.
- Makes on-site investigations and responds to public inquiries and complaints regarding litter.

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's License.

**MARIPOSA: Solid Waste Coordinator****Knowledge of:**

- laws, ordinances and regulations applicable to litter control, energy recovery, resource recovery and landfills.
- acceptable practices effective in reducing waste, recovering resources, and producing revenue from solid waste recovery of energy.
- English grammar, vocabulary, spelling and punctuation.
- principles and techniques of establishing and maintaining effective public relations.
- techniques of mass communications, public speaking and journalism.
- statistical analysis.

**Ability to:**

- prepare and conduct education programs dealing with litter control, composting, energy recovery and resource recovery.
- effectively speak in public.
- use audio visual equipment for presenting educational programs.
- prepare and edit articles for publication.
- maintain records and prepare oral and written reports.
- establish and maintain effective working relationships with other staff, other agencies, civic organizations, private industry, and the public.

**A typical way to gain the knowledge, skill and ability outlined above is:**

- equivalent to graduation from an accredited four-year college or university with course work in business, engineering, environmental or a related field, and two years of specific experience in regulation compliance at the state and/or federal level in the field of waste management, environmental health, engineering, and biology.