

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2014-185**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revision:

1. Solid Waste Coordinator/Director

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 23 December 2014.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Solid Waste Coordinator/Director

December 23, 2014

**Solid Waste
Pay Grade 19**

Job Summary

The purpose of the position of Solid Waste Coordinator/Director is to serve as the point of contact for the coordination, further implementation and management of solid waste activities with the exception of Pearl Hollow and Springfield Road Landfills, in Hardin County, Kentucky. These activities include the management of control, collection, and transportation of solid waste in the county. Other duties include the administration of the County's Solid Waste Plan; the enforcement of Hardin County Ordinance 159 series 2000, requiring property owners to maintain their property in an acceptable condition; and the completion of other duties as assigned by the Judge/Executive.

Major Essential Duties

- Develop and administer a solid waste management plan for the county as required.
- Administer the enforcement of county solid waste ordinances and resolutions.
- Ensure the proper collection of solid waste by the County's exclusive solid waste hauler.
- Ensure the proper billing of the county's solid waste customers by the designated billing service.
- Ensure the operation of a county recycling program with drop-off sites strategically located throughout the county.
- File all state monthly, quarterly, and annual reports with the Division of Waste Management, Air & Water.
- Prepare and file annual report for Division of Waste Management outlining activities for the year.
- Assist in preparing the annual budget for the Solid Waste operation, with the exception of the Pearl Hollow and Springfield Road landfills, and for Code Enforcement.
- Develop and/or maintain a departmental handbook.
- Prepare grant applications for recycling, litter abatement, e-scrap and household hazardous waste disposal.

Minor Essential Duties

- Approve exemptions for free-service under the Federal Poverty Guidelines.
- Approve exemptions for waste pickup service as outlined in the waste hauler's franchise agreement.

- Reconcile payments from the landfill operator based on reported tonnage, sludge, and remediation, etc.
- Prepare “bid package” for billing/collection service and county-wide waste collection service.
- Assist the Finance Department in the preparation of semi-monthly invoices for payment to county waste haulers as needed.
- Schedule dates and assist in annual e-scrap and household hazardous waste events.
- Assist in the enforcement of the Property Maintenance Ordinance.
- Keep all leases, letters of credit, performance bonds, etc. in force and up-to-date.
- Work with the county’s recycler in coordinating recycling activities.
- Approve all invoices for claims to solid waste, except Pearl Hollow and Springfield Road Landfills, and code enforcement.
- Assist the Finance Department in calculations of quarterly remediation fee payments and prepare invoice for payment to Kentucky State Treasurer as needed.
- Attend seminars and workshops held by Division of Waste Management and Solid Waste Association.

Supervisory Responsibility

Responsibilities may include the following, in accordance with organizational policies and applicable laws for all positions reporting to the Judge/Executive’s office:

- Supervise the Code Enforcement Officer and any other employee in the Solid Waste Department except those in the Landfill Operations which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Solid Waste Director performs duties with the Solid Waste Department, under the direct supervision of the Judge/Executive.

Qualifications

Education and/or Experience

- A bachelor’s degree from an accredited college or university; or
- An associate’s degree from an accredited college or university and two or more years experience in organizational leadership, business administration, and resource management; or
- A high school diploma or equivalent plus four or more years experience in organizational leadership, business administration, and resource management.

Language Skills

- Possess the ability to read, analyze and interpret policies, procedures, professional publications, government regulations, financial reports and legal documents
- Possess the ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, business community members or the general public
- Possess the ability to write reports, business correspondence, policy and procedure manuals
- Possess the ability to make effective presentations on controversial or complex topics to top management, emergency response personnel and elected officials
- Display strong oral, written and listening skills

Mathematical Skills

- Possess the ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Possess the ability to compute ratio, percentages and the ability to draw and interpret graphs
- Possess the ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Possess the ability to define problems, collect data, establish facts and draw valid conclusions
- Possess the ability to interpret an extensive variety of complex and technical information and instructions
- Possess the ability to solve practical problems and deal with several abstract and concrete variables
- Possess the ability to make decisions in the County's best interests

Certificates, Licenses, Registrations

- Maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Possess the ability to display courtesy and tact in dealing with the public, contractors, elected officials, and government employees.
- Possess the ability to use computers and standard office equipment.
- Possess the ability to manage workflow, employees, projects, budgeting and financial matters.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

Regularly
(over 2/3 of regular work day)

- Stand or walk
- Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 25 pounds

Occasionally
(under 1/3 of regular work day)

- Sit
- Reach with hands and arms
- Drive a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

- The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level is low to moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

December 23, 2014



Harry L. Berry
Hardin County Judge/Executive