



JOB ANNOUNCEMENT

City of Columbia, Missouri, Human Resources Department
P.O. Box 6015, Howard Building, 600 E. Broadway
Columbia, Missouri 65205
Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.7736
Web Site: gocomojobs.com

Position Title: Waste Minimization Coordinator

Department: City Utilities

Division: REFUSE

FLSA Status: Non-Exempt

Union Code/Affiliation: Unrepresented

Starting Salary: \$17.078-\$20.921 per hour; Minimum - Midpoint, Commensurate with training and education.

Job Code: 04533

Application Deadline: 02/29/2016

Number of Positions Available: 1

Hours:

M-F 7:30-4:30

Special Instructions to Applicants:

Position pending City Council approval on 2/15/2016.

This position is responsible for the promotional work of Columbia's Waste Minimization programs to various target groups, ranging from schools to large corporations. This will include growth of the commercial recycling and food waste composting customer base as well as promoting existing programs.

Job Description (This job description/posting in no way states or implies that these are the only duties to be performed by the employee occupying this position.)

Coordinate waste reduction activities, educate and solicit commercial recycling customers, conduct business waste assessments, track and market recycling, write applications and manage grant projects, and promote current and potential waste minimization programs.

Essential Functions:

- Increase public awareness of City recycling programs and techniques for waste reduction. Respond to recycling inquiries from residential and commercial customers.
- Educate the public about waste minimization programs through tours, presentations and related outreach activities.
- Research, identify, write, secure, and administer grants in support of waste minimization efforts.
- Seek opportunities and conduct waste assessments/audits for commercial businesses, schools, etc.
- Represent the Solid Waste Utility throughout the City and serve as contributing member of related industry associations.

Education and Experience (An equivalent combination of education, training & experience will be considered):

- Bachelor's degree in Environmental Sciences, Business, or related field.
- Minimum of 1 year of relevant experience.
- Must possess and maintain a valid driver's license.

Knowledge, Skills & Abilities:

- Thorough knowledge of the principles, theories, and practices involved in solid waste management.
- Thorough knowledge of effective methods and practices related to material recovery and recycling, including process equipment, commodities, and the public presentation of information.
- Knowledge of personal computer operation and ability to use standard word processing and spreadsheet software.
- Ability to establish and maintain effective working relationships with other employees, civic and community groups and organizations, and the general public.
- Ability to present information to small and large groups and to conduct tours.
- Ability to track market prices and maintain spreadsheet with appropriate pricing indices.
- Excellent oral and written communication skills.
- Ability to work evenings and weekends as necessary.

Supervision Exercised:

None

Individuals needing accommodation to apply may call 573.874.7235
TTY: 711 (MO RELAY)

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal E-Verify work authorization program