



SOLID WASTE SPECIAL SERVICE DISTRICT #1 D/B/A Canyonlands Solid Waste Authority

Job Title: Project Coordinator

Reports to: Executive Director(s) or Interim Executive Director(s)

Department: Administration

Salary Grade: \$40.00 to \$70.00 per hour DOE/DOQ

Classification: Temporary, Full-Time, or Part-Time

FLSA Status: Non-Exempt

Position Purpose: The Project Coordinator supports administrative functions that are integral to the district. Through various means and methods, this position will be assigned one or more specific projects to develop, plan, implement, promote, oversee, manage, and execute. These projects will be in support of District Operations, services, and special events. Projects may vary in range from administrative to operational and may cover a range of needs, as determined by the district. Multiple project coordinators may be working on various projects to support District needs at any given time. This position works in collaboration with a variety of operational and administrative staff and reports to the Executive Director. All project coordinators will have a probationary period of 30-180 days, depending on the scope of the project, during which time work will be reviewed. If work is completed satisfactorily, additional projects may be assigned.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Position Specific Performance Expectations:

- Develops, starts, maintains, and follows projects to completion.
- Maintains a schedule, budget, and required documentation for projects.
- Plans, promotes, coordinates, manages, and executes projects, services, and special events related to solid waste management programs, initiatives, and other District operational and administrative functions as assigned. Scope for specific projects may vary and will be determined at time of assignment.
- Drafts formal correspondence, and technical documents, and drafts communication to support and advance District operational and administrative functions. Scope for specific projects may vary and will be determined at time of assignment
- Identifies, performs research, and documents findings for required regulations, statutes, practices, policies, etc. as needed. Scope for specific projects may vary and will be determined at time of assignment
- Develops requests for proposals, qualifications, and bids for special projects, professional services, and other operational and administrative needs. Scope for specific projects may vary and will be determined at time of assignment
- Provides administrative support to all District operations and administrative functions, including but not limited to developing forms, policies, and procedures, maintaining federal, state, and local registrations, tabulating data, and maintaining records and databases. Scope for specific projects may vary and will be determined at time of assignment.
- Supports various roles as assigned by the District's Administrative Control Board. Scope for specific projects may vary and will be determined at time of assignment.
- Supports strategic planning initiatives in collaboration with the management team. Scope for specific projects may vary and will be determined at time of assignment
- Supports other administrative type activities, sometimes referred to as other duties, as assigned.

Organization Wide Performance Expectations:

Solid Waste Special Service District #1 Project Coordinator

- Demonstrates commitment to performing according to the values of CSWA and representing the organization in a positive and professional manner.
- Maintains confidentiality at all times.
- Upholds regulatory requirements to ensure continual compliance with departmental, local, state, and federal regulations and policies.
- Follows all policies and procedures to ensure a safe environment for customers, staff, and public.
- Reports to work on time and as scheduled; completes work within designated timeframes.
- Establishes and maintains effective verbal and written communication and good working relationships with all customers, staff, and vendors.
- Utilizes initiative; strives to maintain steady level of productivity; self-motivated; manages activity and time.
- Actively participates in departmental and organizational performance improvement and continuous quality initiatives.

EXAMPLES OF PROJECT WORK TO BE COMPLETED (THESE ARE EXAMPLES, NOT A COMPREHENSIVE LIST)

- Assisting the Administrative Control Board with updating the District Bylaws
- Assisting with updating and developing Job Descriptions
- Assisting with updating and finalizing the District's Employee Handbook
- Assisting with revising and updating District policies
- Assisting with preparation for Board Meetings including agendas, packets, etc.
- Assisting in developing a statement of qualifications and begin the development of RFP for needed work.
- Assisting with contract review, revision, and amendments as needed
- Assist with budget amendments as needed
- Assisting with updating fee schedules as needed

QUALIFICATIONS

Minimum Requirements:

- Must be at least 18 years of age (21 for driving positions)
- Must be able to legally work in the United States
- Must be able to pass a background check
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Education/Licensure/Certification:

- Minimum two-year technical degree in the social or natural sciences, business administration, public administration, education, natural resources management/conservation, environmental science, sustainability, or a related field. A four-year or advanced degree is preferred.
- Five or more years of relevant experience may be used in lieu of educational requirements.

Experience:

- A minimum of one year of relevant work experience as related to the assigned project is required. Three years or more is preferred.

Knowledge & Demonstrated Skills

Solid Waste Special Service District #1 Project Coordinator

- Advanced computer skills in a Microsoft™ Windows environment to include Microsoft Office Suite, word processing, data mining, statistical data analysis, pivot charts, graphs, presentation slides, data entry, and ten key operations (for database entry), including demonstrated proficiency in Microsoft Excel, Word, Outlook, and PowerPoint
- Demonstrated experience in planning and executing programs, services, or events
- General knowledge of the solid waste industry, including the philosophies of integrated solid waste management, natural resource conservation, and conventional recycling
- Demonstrated experience in education and outreach, public relations, public speaking, and building professional relationships both internally and externally
- Advanced writing proficiency with demonstrated experience in technical writing
- Ability to interpret complex rules, regulations, scientific information, and data
- Ability to perform basic math computations such as calculating and converting cubic yards, tonnages, gallons, etc., and determining correct charges with rounding
- Demonstrated ability to work independently under limited supervision
- Demonstrated organizational skills to manage records, time, and personnel
- Demonstrated ability of an acute attention to detail
- Ability to quickly learn and retain new information, concepts, and skills

MANDATORY PROGRAM PARTICIPATION

- This position requires use of safety and personal protective equipment (PPE) if the employee is within operational areas of the district's landfills, transfer station, or recycling center.
- This position requires participation in the District's Drug and Alcohol-Free Workplace Program Policy.

ENVIRONMENTAL FACTORS Work conditions are typically in an office setting, but may include limited work in an industrial warehouse and/or construction type setting and includes standing and walking on level and uneven surfaces, twisting, sitting, climbing stairs and/or ladders, bending, pushing, pulling, crouching, reaching, bending and crawling, grasping, dragging, lifting and carrying items weighing 40 pounds or more. Worker may be exposed to varying weather conditions, noise levels, dust levels, construction environment, disease, potentially hazardous or toxic waste, especially dust and odors, or related items that may be in municipal solid waste or mechanical hazards associated with an open automotive shop environment.

- Requires meeting the physical requirements of the position and have mobility, hearing, sense of smell, visual acuity, and dexterity levels appropriate to the duties to be performed.
- Exposure to municipal solid waste (garbage), construction/demolition debris, recyclable materials, and other trash, including potential or actual hazardous materials, is an essential part of the job duties when the individual is at the district's landfills, transfer station, or recycle center.