

METRO

Classification Description

Title: Senior Solid Waste Planner

Bargaining Unit: AFSCME 3580

Job Code: 0345

Established:

Pay Range: 21

Revised: 2007

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform a variety of the most complex solid waste planning and analysis projects including develop and organize the work program for a specific solid waste program or study; perform complex technical research and analysis. May serve as a project leader.

Supervision Received:

Supervision is received from a Supervisor, Manager or Director.

Supervision Exercised:

May provide lead direction to professional staff within program area.

Distinguishing Features:

The Senior Solid Waste Planner classification is the third level in a three-level series (Assistant, Associate, and Senior). The Senior Solid Waste Planner is distinguished from the Associate Solid Waste Planner classification by involvement in policy formulation and evaluation within his/her area of expertise or program area, by the responsibility to independently manage complex projects. Incumbents in this classification are recognized as technical specialists in a specific program or functional area.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Develops and organizes the work program for a specific study; coordinates with staff to assure timely completion. Coordinates complex projects.
2. Prepares reports covering complex technical analysis of various solid waste issues; presents results to technical, policy, and resident groups.
3. Prepares policy recommendations based on technical analysis; develops cost/benefit analysis of alternatives.
4. Develops and monitors contracts for solid waste projects and activities.
5. Represents Metro at meetings and provides technical expertise on solid waste issues.
6. Defines methodology to be used in research projects.

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7. Coordinates bid process; evaluates, makes selection, and presents to Council.
8. Develops general policy for program area.
9. Liaise with Metro administrative and technical staff, contractors, consultants, and the public to provide and gather information.

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Three years of experience in solid waste, project management, or public policy development and a Bachelor's degree in science, public administration or related field; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Ability to function as a lead over other professional staff
2. Ability to develop, organize, and coordinate solid waste projects and studies
3. Ability to communicate effectively both orally and in writing
4. In-depth knowledge of solid waste issues and processes
5. Ability to work independently and as part of a team
6. Ability to perform analysis and make recommendations
7. Ability to organize and conduct solid waste research studies and projects independently
8. Ability to represent Metro at meetings with a variety of groups, committees and elected officials
9. Ability to assist management in policy analysis and formulation
10. Knowledge of public policy development processes and practices
11. Knowledge of and ability to use a computer

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in the field gathering data or overseeing projects. This position may require frequent periods of standing, walking, talking, fingering, sitting and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional bending, grasping and handling and lifting and/or carrying up to 10 pounds.