

SOLID WASTE PLANNER

JOB DESCRIPTION

Effective Date: January 2023

Position: Solid Waste Planner

Employment Status: Non-Exempt, Part-Time

Position Summary: Position is responsible for managing the solid waste program for the Northwest Missouri Regional Council of Governments.

Essential Functions*:

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Staff members will follow any other instructions, and perform any other related duties, as may be required by the Executive Director.

Solid Waste Duties

1. Manage the Solid Waste Management District, Region A.
2. Prepare, assemble, and e-mail board packets for the Solid Waste Meetings.
3. Record and type meeting minutes for the Solid Waste District.
4. Implement the annual contractual agreement between the Regional Council and the Northwest Missouri Solid Waste Management District (SWMD), including the preparation of all grant applications and quarterly reports.
5. Facilitate the issuance, receipt, scoring, award, and reporting of grant funds within the District. Answer procedure and budgeting questions from parties interested in the grant funds.
6. Supervise and coordinate District projects, including education on recycling and reducing solid waste.
7. Communicate on a regular basis with county and city officials, the Missouri Department of Natural Resources (MoDNR), and local waste haulers, recyclers, and salvage dealers.
8. Attend monthly Solid Waste Advisory Board (SWAB) meetings in Jefferson City or virtually and other trainings/conferences.
9. Research and write grant applications supporting waste reduction goals.
10. Submit Quarterly, Annual, and Assessment Inventory Reports to the MoDNR through Re-Trac
11. Inspect equipment with security interests.
12. Annually update the list of recycling facilities and trash haulers in Region A.
13. Maintain and prepare files for financial and performance audits.
14. Work with Fiscal Officer on all Solid Waste financials and budgets.
15. Attend monthly solid waste board meetings, when necessary to be held.
16. Assist in grant applications and possibly grant writing.
17. Remain knowledgeable of other staff member projects and policies of the Regional Council as a whole.
18. Attend weekly staff meetings and quarterly RCOG board meetings, when necessary.

Minimum Qualifications: Education: High School Diploma required.

Experience Level: Required 1-to-3 years experience in an office setting required. Administrative-type experience preferred.

Other: Proficient with Windows Operating environment, including Microsoft Office. Knowledge of standard office equipment (fax machine, postage machine, photocopier, binding machine, paper folder, etc.) preferred. Valid Missouri Driver's License is a must and Auto Insurance.

Skills and Abilities: Attention to detail is paramount, as is the ability to follow procedures, fill out and file paperwork, and meet deadlines. In addition, position requires multi-tasking, organization, attention to detail, writing skills, interpersonal communication, and excellent phone/customer service etiquette.

Work Environment: 80% of time spent in a temperature-controlled office
10% of time spent in meetings outside of the office.
10% of time spent travelling