INTERNAL WASTE AND RECYCLING

ENVIRONMENTAL HEALTH SPECIALIST POSITION

EXAMPLES OF WORK PERFORMED

1. Manage the disposal and recycling of waste and other materials generated at County facilities (internal County properties include parks, libraries, building entrances and lobbies, correctional facilities and service centers).  Assure management is economically appropriate and environmentally sound.
2. Act as point of contact for County building managers and contracted haulers to coordinate waste and recycling services and to address any service issues that may arise
3. Collaborate with County departments to ensure county properties implement best practices for waste reduction, reuse, recycling and organics
4. Assist in procuring services (contracts and agreements) for end-of-life management of solid waste and recycling at County facilities
5. Assure that County facilities are recycling as much as possible and in a manner which complies with all applicable international, federal, state, and local regulations
6. Increase employee awareness of and commitment to environmentally-sustainable practices in the county workplace
7. Maintain an organized structure for the collection, storage, and movement, of solid waste and recycling through County facilities
8. Coordinate purchase and installation of trash and recycling containers and other equipment for County facilities, as needed
9. Address contamination issues with County facility staff and haulers
10. Prioritize the reuse of surplus items  (e.g., furniture) from County facilities and assist with the movement of those items towards reuse
11. Create infrastructure for food scraps (organics) collection at County facilities, when feasible to do so
12. Assist county facilities with the recycling and/or disposal of special waste items
13. Evaluate and measure performance of County recycling programs using techniques such as waste audits or employee surveys
14. Assist the Solid Waste Operations Team with managing the County’s residential drop off programs, primarily yard waste and food scraps (organics)
15. Assist with operations at the County’s Environmental Center, as needed
16. Coordinate activities requiring assistance from the County’s Recycling Ambassador program
17. Coordinate activities requiring assistance from the University of Minnesota Extension program
18. Collect and manage program data for the department’s program evaluation and open data system